



Department of Justice  
Canada

Ministère de la Justice  
Canada

s.19(1)

FOR APPROVAL

## MEMORANDUM TO THE DIRECTOR OF POLITICAL OPERATIONS

### SECTION 32 (FOR APPROVAL)

#### OBJECT

To obtain your section 32 approval for the relocation expenses for [REDACTED]

#### CONTEXT

As stipulated in [REDACTED]'s letter of offer, she is eligible for reimbursement of her relocation expenses.

Your signature for the section 32 is required to proceed with the payment of these expenses.

#### CONSIDERATIONS

In accordance with Treasury Board policy, your signature is required.

Do you approve? Yes \_\_\_\_ / No \_\_\_\_

\_\_\_\_\_  
Director of Political Operations

#### PREPARED BY

Joëlle Landry

Administrative Officer

Téléphone : 613-941-6042

March 10, 2016

easy web

Page 2 of 3

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Jan 04, 2016

Dec 31, 2015

VIA RAIL//HTP768/09JAN MONTREAL

123.17

Dec 30, 2015

Dec 30, 2015

Dec 30, 2015

Dec 29, 2015

Dec 24, 2015

Dec 24, 2015

Dec 22, 2015

Dec 22, 2015

Dec 22, 2015

Dec 21, 2015

Dec 21, 2015

Dec 21, 2015

Dec 21, 2015

Dec 18, 2015

Dec 18, 2015

Dec 18, 2015

Dec 17, 2015

Dec 16, 2015

Dec 16, 2015

Dec 14, 2015

Dec 14, 2015

Dec 14, 2015

Dec 14, 2015

Dec 14, 2015

Dec 14, 2015

Dec 14, 2015

[TD Home](#)

[Apply](#)



## Account Activity

[Help](#) | [Print](#)

Account: TD FIRST CLASS TRAVEL VISA INFINITE CARD - [REDACTED]

View: Last Statement [REDACTED]

Current Balance

Credit Limit

Current Available Credit

Balance Date: Feb 10, 2016

Account Type: OWNER

Statement balance for selected period was [REDACTED]

Due date and minimum payment was [REDACTED]

Feb 05, 2016 [REDACTED]

Make a payment:

Pay current balance



Next

Posted Date	Transaction Description	Debits	Credits	Balance
Jan 11, 2016				
Jan 11, 2016				
Jan 11, 2016				
Jan 11, 2016				
Jan 11, 2016				
Jan 11, 2016				
Jan 11, 2016				
Jan 11, 2016				
Jan 08, 2016				
Jan 08, 2016				
Jan 08, 2016				
Jan 07, 2016				
Jan 05, 2016				
Jan 04, 2016				
Jan 04, 2016				

# rent-a-son

## Invoice

s.19(1)

Bill To:



Job Date: 24/01/2016

Invoice Notes:

Invoice #	28384
Invoice Date	25/01/2016
Invoice Total	\$1,988.21
Amount Due	\$0

Item Name	Qty	List Price	Total
Intra Provincial Moving	1	\$1,343.20	\$1,343.20
Loading Weight Based Shipment (12:00pm) on January 24th, 2016 to be delivered to Ottawa (January 25th 9:00am - if later additional fees will apply) Actual Weight 2120 lbs, subject to the 2000 lb minimum			
Fuel Surcharge	1	\$241.78	\$241.78
18% of Transportation Costs			
Premium Valuation Coverage	1	\$36.00	\$36.00
Coverage of \$5.00 per lb per article - based on 2400 lbs - \$100 deductible applies on any claim made - Changes in coverage must be made with a coordinator prior to move day			
Moving Supplies	2	\$3.25	\$6.50
Moving   Packing	1	\$132.00	\$132.00

Subtotal	\$1,759.48
HST(865028492RT0001)	\$228.73
Discount	\$0.00
Grand Total	\$1,988.21
Amount Paid	\$1,988.21
Amount Due	\$0

**Thank you!**

Thank you for using Rent-a-Son. We appreciate your business. If you were not 110% satisfied with your service, please contact us to let us know.

**Moving doesn't have to be stressful!**

82 St. Regis Cres. N, Toronto, On M3J 1Z4  
416-913-9021  
www.rentason.ca

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☒

## CHANGE FEES

	Same day airport change per passenger*	Advance change per passenger
<b>Ottawa</b> Firm fare class	\$75	\$75 per direction +/- fare difference

\* Subject to availability

[See all fare rules, terms and conditions](#)

## DAY OF TRAVEL

### Identification requirements

All passengers travelling within Canada are required to present one piece of valid government issued photo identification

[See more information](#)

Please [click here](#) for departure airport information.

We look forward to seeing you soon!

[flyporter.com](http://flyporter.com)

es is proud to be rated an official 4 Star  
KYTRAX

**CAPITAL TAXI**  
(613) 744 - 3333

**BLUE LINE TAXI**  
(613) 238 - 1111

Customer ID: 324-301-540  
Vehicle ID:   
Driver ID:   
Trip Number: 1014  
Passengers: 1  
01/01/2016  
Start: 21:16  
End: 21:16  
Fare Amount: \$ 37.00

Vehicle ID: 324-301-5  
Driver ID:   
Trip Number: 18  
Passengers: 1  
01/01/2016  
Start: 14:20  
End: 14:20  
Fare Amount: \$ 14.9

Surcharge Amount: \$ 1.56  
Tax Amount: \$ 2.25

**TOTAL: \$ 37.00**

**TOTAL: \$ 18.72**

Cash Amount: \$

Card: \*\*\*\*8464

Card Total: \$

Approval Number: 146166

**CASH RECEIPT**

**PASSENGER COPY**

CUSTOMER SERVICE 1-800-443-2812  
INQUIRY@TAXITAB.COM  
TAXITAB

CUSTOMER SERVICE 1-800-443-2812  
INQUIRY@TAXITAB.COM  
TAXITAB

**BLUELINE** Job #

**RECEIPT FOR CAB FARE**





Amount \$ 20.00 Date 11-01-16

From \_\_\_\_\_

To \_\_\_\_\_


Cab No.  Driver

H.S.T. included in meter fare



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	1st bag		2nd bag		Weight fee per bag above 23kg
	Pay in advance	Pay at airport	Pay in advance	Pay at airport	
 <b>Ottawa</b> Firm fare class	\$25 - \$28.75	\$35 - \$40.25	\$35 - \$40.25	\$45 - \$51.75	\$75 - \$86.25

If you have prepaid for your checked baggage and are traveling with a partner airline, please be prepared to present your itinerary at the airline check-in counter.

[See full checked baggage rules](#)



### Carry-on baggage policy

TWO items of carry-on baggage are permitted, free of charge, per passenger.

[See all carry-on baggage rules](#)

## SUMMARY OF PURCHASES



### Flights

 - Ottawa (paid)



### Checked bags

 - Ottawa

1 bag

☐ [Add a bag](#)



### Seat selection

 - Ottawa

Seats not assigned

☐ [Upgrade seats](#)

## Enhance your travel experience



Hertz Car Rental

[\(See details\)](#)

## FARE INFORMATION

Air transportation charges	\$107.00 CAD
Taxes, fees and charges	\$90.89 CAD
<b>Total Fare Price</b>	<b>\$197.89 CAD</b>

s.19(1)

**From:** [REDACTED]  
**Sent:** February-10-16 10:57 AM  
**To:** [REDACTED]  
**Subject:** Fwd: [REDACTED] Airlines Itinerary - [REDACTED] to Ottawa - Sun 24 Jan 2016

----- Forwarded message -----

**From:** <[REDACTED]>  
**Date:** Tuesday, 12 January 2016  
**Subject:** [REDACTED] Airlines Itinerary - [REDACTED] to Ottawa - Sun 24 Jan 2016  
**To:** [REDACTED]

☐

**Thank you for flying** [REDACTED]

☐

Booking status: Confirmed  
confirmation number: GBGU3X

within 24 hours of departure

**SUN 24 JAN 2016**

**TO OTTAWA, CA (YOW)**

**PD 273**

☐ **6:55 PM**

☐ **7:51 PM**

Duration: 56 minutes

Ottawa, CA (YOW)

Seats not assigned

Arrive at airport by 6:25 PM

☐

**PASSENGER**

☐

☐

**BAGGAGE POLICY**

☐

Checked baggage policy



Department of Justice / Ministère de la Justice  
Canada

**PAYMENT  
VOUCHER**

**BORDEREAU DE  
PAIEMENT**

Scanned Documents / Documents numérisés ☐

Final Payment / Paiement Final ☐

Original document kept in legal file /  
Document original conservé dans le dossier ☒

**COPIE**

Region - Région: NCR	Organization - Organisation: DM Business Centre	Vendor code - Code fournisseur: s.19(1)
Payee name - Nom du bénéficiaire: [Redacted]		20870620
Address - Adresse: 284 Wellington - EMD 4th floor		
Date goods received or services rendered - Date de réception des produits ou services:		Date invoice received / Date de réception de la facture: Feb, 23, 2016

**CHEQUE STUB INFORMATION - INFORMATION SUR LE TALON DU CHÈQUE**

Invoice number Numéro de la facture	Details Détails	Amount Montant
March 9, 2016	Relocation	2,384.99

**ACCOUNTING INFORMATION (FOR ADDITIONAL LINES SEE PAGE 2) - RENSEIGNEMENTS DE LA COMPTABILITÉ (POUR DES LIGNES SUPPLÉMENTAIRES - VOIR PAGE 2)**

GL Account Compte général	Net Amount Montant net	HST/GST TVH/TPS	QST/ TVQ	Cost center Centre de coût	Fund Fonds	Functional Area Domaine Fonctionnel	Order Ordre	Assignment Affectation	Description	Commitment PO Engagement Bon de commande	Line Item L. d'item
1 1701	17.70	2.30		11020	15	4010			Relocation Expenses - [Redacted]	300256956	01
2 1701	109.00	14.17		11020	15	4010			Relocation Expenses - [Redacted]	300256956	01
3 1701	32.74	4.26		11020	15	4010			Relocation Expenses - [Redacted]	300256956	01

Sub-Total \$ 2,110.61 \$ 274.38 \$ 0.00

Sub-Total Tax Amount \$ 274.38

TOTAL \$ 2,384.99

The following boxes must be checked by the verifier - Les cases suivantes doivent être cochées par le vérificateur

☐ Services Rendered/Goods Supplied  
Services rendus/marchandises livrées

☐ Contract Terms Met  
Rencontre les Termes du contrat

☐ Supporting documentation  
Documentation à l'appui

Account Verified - Name / Compte Vérifié - Nom	Signature	Date Y - A M D - J
Prepared by - Name / Préparé par - Nom J. Landry	Date Y - A M D - J 2016	G/R:
<b>CERTIFIED PURSUANT TO SECTION 34 OF THE FINANCIAL ADMINISTRATION ACT - CERTIFIÉ EN VERTU DE LA LOI SUR L'ACCÈS À L'INFORMATION</b>		<b>SUR LES FINANCES PUBLIQUES</b>
Name - Nom [Redacted]	Signature [Redacted]	Date Y - A M D - J

JUS 396-4 (2014/01)

Sent to Finance 16 MARS 2016  
Copy sent to [Signature]

Processed  
Doc.#  
Date

000008



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**Landry, Joelle**

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**From:** [REDACTED]  
**Sent:** 2016-Mar-09 3:43 PM  
**To:** Landry, Joelle; Pyke, Jason  
**Subject:** RE: Exempt Staff - MO

Joelle – you are a lifesaver! I have the receipts in my office.

**From:** Landry, Joelle  
**Sent:** March-09-16 3:25 PM  
**To:** [REDACTED] Pyke, Jason  
**Subject:** RE: Exempt Staff - MO

Hi, yes I will gladly help.

[REDACTED] all I need is a copy of the documents (invoices/receipts) from your move and I will do the paper work.

Thanks

Joëlle Landry  
941-6042  
EMB 4143C

**From:** [REDACTED]  
**Sent:** 2016-Mar-09 2:39 PM  
**To:** Pyke, Jason; Landry, Joelle  
**Subject:** RE: Exempt Staff - MO

Thanks, Jason.

Joelle – are you able to assist me with this? I am slammed at the moment and while I am sure I could muddle through this in the coming evenings, if you are able to help, it would be awesome!

Thanks,

[REDACTED]

**From:** Pyke, Jason  
**Sent:** March-09-16 2:03 PM  
**To:** Landry, Joelle  
**Cc:** [REDACTED]  
**Subject:** RE: Exempt Staff - MO

Good afternoon,

I now have information for you regarding the relocation reimbursement.

Considering that the relocation has already taken place, you will have to provide a standard expense claim to Accounts Payable with s.34 approval and the relevant receipts. They will process the reimbursement instead of having Brookfield

do it as in normal circumstances. Also ensure to attach the s.32 expenditure initiation approval along with a copy of the signed letter of offer when submitting to Accounts Payable.

Let me know if you have any further questions.

Thank you,

Jason Pyke

Analyste de planification financière | Financial Planning Analyst  
Accounting Operations and Client Services | Opérations de la comptabilité - Services à la clientèle  
Chief Financial Officer Branch | Direction Générale du Dirigeant Principal des Finances  
Department of Justice Canada | Ministère de la Justice Canada  
Email/Courriel: [jason.pyke@justice.gc.ca](mailto:jason.pyke@justice.gc.ca)

---

**From:** Pyke, Jason  
**Sent:** March-07-16 10:11 AM  
**To:** Landry, Joelle  
**Cc:** [REDACTED]  
**Subject:** RE: Exempt Staff - MO

Hi Joelle,

Given that the relocation was done without the services of our regular supplier (i.e. Brookfield Global Relocation Services), I will have to verify the process to follow as they would normally handle all reimbursement requests automatically. Usually, if Brookfield is contacted in advance of a relocation, they can assist with all move arrangements as well as ensure timely reimbursements.

I will get back to you asap.

Thank you,

Jason Pyke

Analyste de planification financière | Financial Planning Analyst  
Accounting Operations and Client Services | Opérations de la comptabilité - Services à la clientèle  
Chief Financial Officer Branch | Direction Générale du Dirigeant Principal des Finances  
Department of Justice Canada | Ministère de la Justice Canada  
Email/Courriel: [jason.pyke@justice.gc.ca](mailto:jason.pyke@justice.gc.ca)

---

**From:** Landry, Joelle  
**Sent:** March-04-16 2:51 PM  
**To:** Relocation  
**Cc:** [REDACTED]  
**Subject:** Exempt Staff - MO

Hello, please find attached a copy of the letter of offer of [REDACTED] she will be claiming some expenses for relocation. Please advise as per the next steps with the employee and please let me know if you need more information from myself.

Thank you << File: doc02774220160304144547.pdf >>

**Joëlle Landry**  
Administrative Officer/Agente d'administration  
DM Group Business Centre/Groupe du SM, Centre d'affaires  
Justice Canada  
284 Wellington St. - EMB 4143C  
Ottawa, ON K1A 0H8  
Telephone/Téléphone : 613-941-6042

s.19(1)

ACCOUNTING INFORMATION (FOR ADDITIONAL LINES SEE PAGE 2) - RENSEIGNEMENTS DE LA COMPTABILITÉ (POUR DES LIGNES SUPPLÉMENTAIRES - VOIR PAGE 2)												
	GL Account Compte général	Net Amount Montant net	HST/GST TVH/TPS	QST/ TVQ	Cost center Centre de coût	Fund Fonds	Functional Area Domaine Fonctionnel	Order Ordre	Assignment Affectation	Description	Commitment PO Engagement Bon de commande	Line Item L. d'item
4	1701	175.12	22.77		11020	15	4010			Relocation Expenses - [REDACTED]	300256956	01
5	1701	16.57	2.15		11020	15	4010			Relocation Expenses - [REDACTED]	300256956	01
6	1701	1,759.48	228.73		11020	15	4010			Relocation Expenses - [REDACTED]	300256956	01
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												

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Department of Justice / Ministère de la Justice  
Canada

**PAYMENT  
VOUCHER**

**BORDEREAU DE  
PAIEMENT**

Scanned Documents / Documents numérisés ☐

Final Payment / Paiement Final ☐

Original document kept in legal file /  
Document original conservé dans le dossier ☒

Region - Région: NCR	Organization - Organisation: DM Business Centre	Vendor code - Code fournisseur:  <b>133644</b>
Payee name - Nom du bénéficiaire: Brookfield		
Address - Adresse:		
Date goods received or services rendered - Date de réception des produits ou services:		Date invoice received / Date de réception de la facture: April 7, 2016

CHEQUE STUB INFORMATION - INFORMATION SUR LE TALON DU CHÈQUE		
Invoice number Numéro de la facture	Détails Détails	Amount Montant
IG1716142	GOC DJC 00	6,500.00

ACCOUNTING INFORMATION (FOR ADDITIONAL LINES SEE PAGE 2) - RENSEIGNEMENTS DE LA COMPTABILITÉ (POUR DES LIGNES SUPPLÉMENTAIRES - VOIR PAGE 2)												
	GL Account Compte général	Net Amount Montant net	HST/GST TVH/TPS	QST/ TVQ	Cost center Centre de coût	Fund Fonds	Functional Area Domaine Fonctionnel	Order Ordre	Assignment Affectation	Description	Commitment PO Engagement Bon de commande	Line Item L. d'item
1	1701	6,500.00			11020	15	4010			Relocation Advance #1 - [REDACTED]	300257665	01
2												
3												

Sub-Total \$ 6,500.00 \$ 0.00 \$ 0.00  
 Sub-Total Tax Amount \$ 0.00  
 TOTAL \$ 6,500.00

The following boxes must be checked by the verifier - Les cases suivantes doivent être cochées par le vérificateur

☐ Services Rendered/Goods Supplied  
Services rendus/marchandises livrées

☐ Contract Terms Met  
Rencontre les Termes du contrat

☐ Supporting documentation  
Documentation à l'appui

Account Verified - Name / Compte Vérifié - Nom	Signature	Date Y - A M D - J
Prepared by - Name / Préparé par - Nom J. Landry	Date Y - A M D - J 2016 / 04 11	G / R :
CERTIFIED PURSUANT TO SECTION 34 OF THE FINANCIAL ADMINISTRATION ACT -		LA LOI SUR LES FINANCES PUBLIQUES
Name - Nom	Signature	Date Y - A M D - J

JUS 396-4 (2014/01)

# Brookfield

Brookfield Global Relocation Services /  
Service globaux de relogement Brookfield  
39 Wynford Dr  
Don Mills, Ontario, M3C 3K5  
Tel: 416.386.6065  
Fax: 416.510.5651

North Payment to / Remarque votre paiement à:  
P.O. Box 3840  
c/o CIBC Main Branch  
199 Bay St  
Toronto, ON, M5L 1K1

s.19(1)

**Billing Contact:**

Julie Papillon  
Department of Justice Canada  
284 Wellington Street  
Room 1115  
Ottawa, ON  
K1A 0H8,

M/E

DJC 201500024

Invoice Type: ACCOUNTABLE  
ADVANCE #1  
Invoice Date: 03/30/2016  
Client #: GOC DJC 00  
Invoice #: # IG1716142  
Authorized Date: 03/11/2016  
Age of File: 19  
Page: 1 of 1

**Prebills**

Date	Description	Amount	GST/ HST	QST	PST	Total
03/22/2016	Initial Relocation Advance	6,500.00	0.00	0.00	0.00	6,500.00
<b>Total Prebills</b>		<b>6,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,500.00</b>

<p><b>Reçu de / Received by</b> Heure / Time: _____  APR - 7 2016  Services de la comptabilité Accounting Services</p>
--

PLEASE RETURN TO  
JULIE PAPILLON  
S.V.P. VEUILLEZ RETOURNER À  
JULIE PAPILLON

Amount Due **6,500.00**

*sent to Julie Papillon on April 11, 2016*

Contract No: 24062-070410/001/ZL

Client Reference No: 24062-070410

Financial Codes: 0560-210501-4870

Please forward your payment with reference to invoice and customer GOC DJC 00 Attention: IRP Accounting

For inquiries, please contact: Phone #

\*\*G.S.T. Registration No./ # d'inscription TPS 807202205RT

\*\*Q.S.T. Registration No./ # d'inscription TVQ 1217928539

**s.19(1)**



Department of Justice    Ministère de la Justice  
Canada                      Canada

**Initiation and Commitment Expenditure Request**  
**Demande d'initiation et d'engagement de dépense**

☒ ORIGINAL    ☐ CLOSE/FERMER    ☐ AMEND/MODIFICATION    ☐ RE-OPEN/RE-OUVERTURE

FISCAL YEAR / EXERCICE FINANCIER	2015-2016
-------------------------------------	-----------

1	BRANCH, SECTION / DIRECTION GÉNÉRALE, SECTION	VENDOR NO. / N° DE FOURNISSEUR
	DM Business Centre	133644

2	Name of Card Holder (if applicable) / Nom du titulaire d'une carte d'acquisition (si applicable):	Joëlle Landry
---	---	---------------

[illegible]

5	Prepared by / Préparé par		
	Name (Print) / Nom (lettre moulée) :	Signature :	Date :
	Joëlle Landry		2016-03-07

6	Certified pursuant to Section 32(1) of the Financial Administration Act and authorized under the Expenditure Initiation. I authorize the use of the acquisition card for this purchase.	Certified pursuant to Section 32(1) of the Financial Administration Act and authorized under the Expenditure Initiation. I authorize the use of the acquisition card for this purchase.
	Name of manager / Nom du gestionnaire	Signature : _____ Date :

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CanadaPAYMENT  
VOUCHERBORDEREAU DE  
PAIEMENTScanned Documents / Documents numérisés ☐Final Payment / Paiement Final ☐Original document kept in legal file /  
Document original conservé dans le dossier ☒

Region - Région: NCR	Organization - Organisation: DM Business Centre	Vendor code - Code fournisseur: s.19(1)
Payee name - Nom du bénéficiaire: Brookfield		133644
Address - Adresse:		
Date goods received or services rendered - Date de réception des produits ou services:		Date invoice received / Date de réception de la facture: Feb, 23, 2016

Processed in IFMS 578  
Doc. # 1619022578  
Date 29-03-16

## CHEQUE STUB INFORMATION - INFORMATION SUR LE TALON DU CHÈQUE

Invoice number Numéro de la facture	Details Détails	Amount Montant
IG1703266	GOC DJC 00	6,500.00

## ACCOUNTING INFORMATION (FOR ADDITIONAL LINES SEE PAGE 2) - RENSEIGNEMENTS DE LA COMPTABILITÉ (POUR DES LIGNES SUPPLÉMENTAIRES - VOIR PAGE 2)

GL Account Compte général	Net Amount Montant net	HST/GST TVH/TPS	QST/ TVQ	Cost center Centre de coût	Fund Fonds	Functional Area Domaine Fonctionnel	Order Ordre	Assignment Affectation	Description	Commitment PO Engagement Bon de commande	Line Item L. d'item
1 1701	6,500.00			11020	15	4010			Initial Relocation Advance -	300256910	01
2											
3											

Sub-Total \$ 6,500.00 \$ 0.00 \$ 0.00

Sub-Total Tax Amount \$ 0.00

TOTAL \$ 6,500.00

The following boxes must be checked by the verifier - Les cases suivantes doivent être cochées par le vérificateur

☐ Services Rendered/Goods Supplied  
Services rendus/marchandises livrées☐ Contract Terms Met  
Rencontre les Termes du contrat☐ Supporting documentation  
Documentation à l'appui

Account Verified - Name / Compte Vérifié - Nom	Signature	Date Y - A M D - J
Prepared by - Name / Préparé par - Nom J. Landry	Date Y - A M D - J 2016 03 04	G/R:
CERTIFIED PURSUANT TO SECTION 34 OF THE FINANCIAL ADMINISTRATION ACT - CERTIFIÉ EN VERTU DE L'ARTICLE 34 DE LA LOI SUR LES FINANCES PUBLIQUES		
Name - Nom Hon. Jody Wilson Raybould	Signature Sent to Finance Copy sent to J. Papillon Original	Date Y - A M D - J 2016 03 08



# Brookfield

Brookfield Global Relocation Services /  
Service globaux de relogement Brookfield  
39 Wynford Dr  
Don Mills, Ontario, M3C 3K5  
Tel: 416.386.6065  
Fax: 416.510.5651

Remit Payment to / Remettre votre paiement à:  
P.O. Box 3840  
c/o CIBC Main Branch  
199 Bay St  
Toronto, ON, M5L 1K1

s.19(1)

**Billing Contact:**

Julie Papillon  
Department of Justice Canada  
284 Wellington Street  
Room 1115  
Ottawa, ON  
K1A 0H8,

M/E

DJC 201500018

**Invoice Type:** ACCOUNTABLE

ADVANCE #1

**Invoice Date:** 02 /01/2016

**Client #:** GOC DJC 00 ✓

**Invoice #:** # IG1703266 ✓

**Authorized Date:** 01/20/2016

**Age of File:** 12

**Page:** 1 of 1

**Prebills**

Date	Description	Amount	GST/ HST	QST	PST	Total
02/01/2016	Initial Relocation Advance ✓	6,500.00	0.00	0.00	0.00	6,500.00
<b>Total</b>	<b>Prebills</b>	<b>6,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,500.00</b>

**Reçu de / Received by**  
Heure / Time: \_\_\_\_\_

**FEB 23 2016**

Services de la comptabilité  
Accounting Services

**Amount Due** **6,500.00**

*SENT TO SEPHEMIC POLIGNON ON FEB 23, 2016*

Contract No: 24062-0704 10/001/ZL

Client Reference No: 24062-070410

Financial Codes: 0560-210501-4870

Please forward your payment with reference to invoice and customer GOC DJC 00 Attention: IRP Accounting

For inquiries, please contact: \_\_\_\_\_ Phone # \_\_\_\_\_



Department of Justice  
Canada

Ministère de la Justice  
Canada

s.19(1)

FOR APPROVAL

## MEMORANDUM TO THE MINISTER

### SECTION 32 (FOR APPROVAL)

#### OBJECT

To obtain your section 32 approval for the relocation advances for [REDACTED] and [REDACTED]

#### CONTEXT


An expenditure initiation and commitment request should have been done before the expense was incurred.

Your signature for the section 32 is required to proceed with the payment of these expenses.

#### CONSIDERATIONS

In accordance with Treasury Board policy, your signature is required.

Do you approve? Yes ☒ / No ☐

  
\_\_\_\_\_  
Hon. Jody Wilson-Raybould  
Minister of Justice and Attorney General of Canada

#### PREPARED BY

Joëlle Landry  
Administrative Officer  
Téléphone : 613-941-6042  
March 9, 2016



Department of Justice / Ministère de la Justice  
Canada

**PAYMENT  
VOUCHER**

**BORDEREAU DE  
PAIEMENT**

Scanned Documents / Documents numérisés ☐

Final Payment / Paiement Final ☐

Original document kept in legal file /  
Document original conservé dans le dossier ☒

Region - Région: NCR	Organization - Organisation: DM Business Centre	Vendor code - Code fournisseur:  s.19(1)
Payee name - Nom du bénéficiaire: Brookfield		133644
Address - Adresse: to Finance <u>12,041.16</u> sent to <u>CD0 3520</u>		
Date goods received or services rendered - Date de réception des produits ou services: Date invoice received / Date de réception de la facture: Mar. 29, 2016		

**COPY**

Processed in IFMS  
Doc.# 31 MARS 2016  
Date 16/902499

CHEQUE STUB INFORMATION - INFORMATION SUR LE TALON DU CHÈQUE		
Invoice number Numéro de la facture	Details Détails	Amount Montant
IG1714710	GOC DJC 00	41,140.02

ACCOUNTING INFORMATION (FOR ADDITIONAL LINES SEE PAGE 2) - RENSEIGNEMENTS DE LA COMPTABILITÉ (POUR DES LIGNES SUPPLÉMENTAIRES VOIR PAGE 2)											
GL Account Compte général	Net Amount Montant net	HST/GST TVH/TPS	QST/ TVQ	Cost center Centre de coût	Fund Fonds	Functional Area Domaine Fonctionnel	Order Ordre	Assignment Affectation	Description	Commitment PO Engagement Bon de commande	Line Item L. d'item
1 1701	41,079.10	60.92		11020	15	4010			Relocation Advance #2	300256910	01
2											
3											

Sub-Total \$ 41,079.10 \$ 60.92 \$ 0.00  
Sub-Total Tax Amount \$ 60.92  
TOTAL \$ 41,140.02

The following boxes must be checked by the verifier - Les cases suivantes doivent être cochées par le vérificateur

☐ Services Rendered/Goods Supplied  
Services rendus/marchandises livrées

☐ Contract Terms Met  
Rencontre les Termes du contrat

☐ Supporting documentation  
Documentation à l'appui

Account Verified - Name / Compte Vérifié - Nom	Signature 	Date Y - A M D - J 2016 03 29
Prepared by - Name / Préparé par - Nom J. Landry	Date Y - A M D - J 2016 03 29	G / R :
CERTIFIED PURSUANT TO SECTION 34 OF THE FINANCIAL ADMINISTRATION ACT - CERTIFIÉ EN VERTU DE L'ARTICLE 34 DE LA LOI SUR LES FINANCES PUBLIQUES		
Name - Nom Hon. Jody Wilson Raybould	Signature 	Date Y - A M D - J

**Brookfield**Brookfield Global Relocation Services /  
Service globaux de relogement Brookfield  
39 Wynford Dr  
Don Mills, Ontario, M3C 3K5  
Tel: 416.386.6065  
Fax: 416.510.5651Remit Payment to / Remettre votre paiement à:  
P.O. Box 3840  
c/o CIBC Main Branch  
199 Bay St  
Toronto, ON, M5L 1K1  
s.19(1)**Billing Contact:**Julie Papillon  
Department of Justice Canada  
284 Wellington Street  
Room 1115  
Ottawa, ON  
K1A 0H8,

M/E

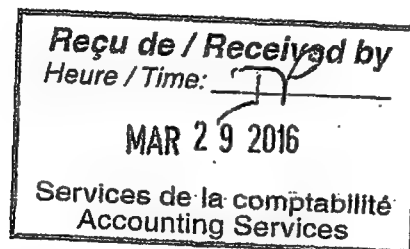
DJC 201500018

**Invoice Type:** ACCOUNTABLE

ADVANCE #2

**Invoice Date:** 03 /21/2016**Client #:** GOC DJC 00**Invoice #:** # IG1714710**Authorized Date:** 01/20/2016**Age of File:** 61**Page:** 1 of 1**Prebills**

Date	Description	Amount	GST/ HST	QST	PST	Total
03/21/2016	Estimates <i>Less advance / Moins avance</i>	-6,500.00	0.00	0.00	0.00	-6,500.00
03/21/2016	Administration Fee - 1/3rd	468.60	60.92	0.00	0.00	529.52
03/21/2016	Estimates <i>Core / Comp. de base</i>	34,180.63	0.00	0.00	0.00	34,180.63
03/21/2016	Estimates <i>Custom / Comp. sur mesure</i>	7,067.62	0.00	0.00	0.00	7,067.62
03/21/2016	Estimates <i>Personalized / Personnalis</i>	5,862.25	0.00	0.00	0.00	5,862.25
<b>Total Prebills</b>		<b>41,079.10</b>	<b>60.92</b>	<b>0.00</b>	<b>0.00</b>	<b>41,140.02</b>

PLEASE RETURN TO  
JULIE PAPILLON  
S.V.P. VEUILLEZ RETOURNER À  
JULIE PAPILLON**Amount Due** **41,140.02***SENT TO JACQUELINE LAMONTE ON MAR 29, 2016*

Contract No: 24062-070410/00 1/ZL

Client Reference No: 24062-070410

Financial Codes: 0560-210501-4870

Please forward your payment with reference to invoice and customer GOC DJC 00 Attention: IRP Accounting

For inquiries, please contact: *[Redacted]* Phone # *[Redacted]*



Department of Justice  
Canada

Ministère de la Justice  
Canada

s.19(1)

FOR APPROVAL

## MEMORANDUM TO THE MINISTER

### SECTION 32 (FOR APPROVAL)

#### OBJECT

To obtain your section 32 approval for the relocation advances for [REDACTED] and [REDACTED]

#### CONTEXT

An expenditure initiation and commitment request should have been done before the expense was incurred.

Your signature for the section 32 is required to proceed with the payment of these expenses.

#### CONSIDERATIONS

In accordance with Treasury Board policy, your signature is required.

Do you approuve? Yes ☒ / No ☐

Hon. Jody Wilson-Raybould  
Minister of Justice and Attorney General of Canada

#### PREPARED BY

Joëlle Landry  
Administrative Officer  
Téléphone : 613-941-6042  
March 9, 2016

s.19(1)

# Brookfield

## Financial Worksheet Package

File Number	DJC 201500018	Transferee	
Home Phone		Work Phone	
Cell Phone		Fax	
Email	@justice.gc.ca	Move Type	Posting/Transfer
File Status	Open	Destination	Ottawa area
GIC Ex Unionized	EX/GIC		
Origin			

GIC/EX category	EX/GIC
Eligible % of benefits for Origin Residence	100.00%
Transferee eligible for posting/transfer allowanc	Yes
Posting/Transfer Allowance \$	\$5,862.25

### Family & Household Detail

Marital Status  
 People Moving  
 Pets  
 Number of Vehicles  
 Spouse  
 Dependents Under / Over 12  
 Pets Shipped  
 Vehicles Towed  
 Property Title Registered in  
 Income Property  
 % occupied as principal residence  
 Property in excess of policy  
 HSA Eligible(EX/GIC)

### Move Management

Distance in Kilometers  
 HGRS Estimate (in lbs)  
 HGRS Actual Weight (in lbs)  
 Distance (1st Enrolment)  
 Number of Qualifying rooms at origin  
 Border Crossing Location  
 Distance in Canada  
 Distance in US  
 Distance in International

s.19(1)

**Brookfield**

# Financial Worksheet Package

File Number	DJC 201500018	Transferee	
Home Phone		Work Phone	
Cell Phone		Fax	
Email	@justice.gc.ca	Move Type	Posting/Transfer
File Status	Open	Destination	Ottawa area
GIC Ex Unionized	EX/GIC		
Origin			

## Origin Principal Residence Detail

Intention at Origin

Registered in Name

% occupied as Principal Residence

Qualifying Rooms

Income Property

Closing Date

Final Appraised Value

Origin Purchase price

Sale price

Status at Origin

95% of Appraised Value

Capital Improvements

Closing Date

Private Sale

Commission rate 1

Commission rate 2

HSA amount

## Mailing Address

Effective Date

20-Jan-2016

s.19(1)

# Brookfield

## Financial Worksheet Package

File Number	DJC 201500018	Transferee	
Home Phone		Work Phone	
Cell Phone		Fax	
Email	@justice.gc.ca	Move Type	Posting/Transfer
File Status	Open	Destination	Ottawa area
GIC Ex Unionized	EX/GIC		
Origin			

### Relocation Milestones

Transfer / COS / PID Date	20-Jan-2016	First Contact Date	21-Jan-2016
File Open Date	20-Jan-2016	Financial Worksheet Sent	26-Jan-2016
Employee Package Sent		Load Date	
Pack Date		File sent to Destination	
Closing Date at Origin		HGE Arrival Date	
File Received at Destination		Possession Date at Destination	
Delivery Requested Date		Unpack Date	
Delivery Date		Closing Letter Sent	
Final Reconciliation Completed		Satisfaction Survey Sent	
File Closed			

### Destination Detail

Intention at Destination	Purchase Residence
Purchase Price	0.00
Possession Date	

### Contact Detail

Employer Contact	Jean Destin	Phone (613) 808-9448	Fax () -
	284 Wellington Street	jean.destin@justice.gc.ca	
	EMB - 1032 Ottawa ON k1a0h8		
BGRS Origin Team	Name	Phone	Email
Relocation Consultant			@brookfieldgrs.ca
Office Address			
116 Albert Street, Suite 801			
Ottawa ON K1P 5G3			
Fax (613) 236-0957			



**Brookfield**

**Financial Worksheet Package**

s.19(1)

File Number	DJC 201500018	Transferee	
Home Phone		Work Phone	
Cell Phone		Fax	
Email	@justice.gc.ca	Move Type	Posting/Transfer
File Status	Open	Destination	Ottawa area
GIC Ex Unionized	EX/GIC		
Origin			

	<u>Core</u>	<u>Custom</u>	<u>Personalized</u>
Total funding envelope		\$7,067.62	\$5,276.03
Expenses claimed	\$11,933.68	\$0.00	\$120.94
Balance available		\$7,067.62	\$5,155.09
Relocation Advance Balance		\$0.00	

**TAXABLE BENEFIT SUMMARY**

Expenses with an "\*" indicates CRA has identified the item(s) as possible taxable benefit(s), under certain circumstances. Please review the Its Your Move Manual - Tax Smart Section and refer to a tax specialist to determine whether or not Brookfield GRS will forward to you, on behalf of your employer, a T4/RL-1.

**No Summary Record Found**

s.19(1)

**Brookfield**

# Financial Worksheet Package

File Number DJC 201500018  
Home Phone [REDACTED]  
Cell Phone [REDACTED]  
Email [REDACTED]@justice.gc.ca  
File Status Open  
GIC Ex Unionized EX/GIC  
Origin [REDACTED]

Transferee [REDACTED]  
Work Phone [REDACTED]  
Fax [REDACTED]  
Move Type Posting/Transfer  
Destination Ottawa area

## FUNDING ENVELOPES

Amounts

### G037 GOC (GIC/EX)

#### Custom

Greater of \$1000 or 35% of the R.E. Commission (max. \$5250)	\$3,797.50
35% of Cost of Travel	\$1,680.21
35% x cost to ship household goods per qualifying rooms	\$1,589.91
Shipping over Entitlement	\$0.00
SIT (over authorized period of IAM&MA from Core)	\$0.00
Travel Adjustments - Custom Funding	\$0.00
PMV Shipment Costs - Custom Funding	\$0.00
Shipment of Recreational Vehicle	\$0.00
Reserve Funds - Custom	\$0.00
<b>TOTAL: Custom</b>	<b>\$7,067.62</b>

#### Personalized

Posting/Transfer Allowance	\$5,862.25
Real Estate Incentive (max. \$12,000)	\$0.00
Shipping Below Threshold	\$0.00
HHT - Shortened (max. \$250)	\$0.00
Savings - Reducing Commercial Accommodation Costs	\$0.00
Airfare Savings for Lay-over (max. \$250)	\$0.00
Travel Adjustments - Personalized Funding	\$0.00
SIT (over Core & Custom)	\$0.00
Reserve Funds - Personalized	\$0.00
Holdback on Personalized	(\$586.22)
Recovery Adjustments	\$0.00
<b>TOTAL: Personalized</b>	<b>\$5,276.03</b>

*Invoice*

## TOTAL TO DATE

Brookfield

## Financial Worksheet Package

s.19(1)

File Number  
Home Phone  
Cell Phone  
Email  
File Status  
GIC Ex Unionized  
Origin

DJC 201500018  
@justice.gc.ca  
Open  
EX/GIC

Transferee  
Work Phone  
Fax

Move Type

Posting/Transfer

Destination

Ottawa area

CATEGORY

G037 GOC (GIC/EX)

EstimateExpenses-to-Date

## Core

## Home Sale

A10	Appraisal Fee	\$756.00	\$708.75
B10	Real Estate Commission	\$8,428.00	\$0.00
G10	Cleaning at Origin	\$100.00	\$0.00
L10	Legal Fee - Sale	\$420.00	\$0.00
L11	Legal Disbursements - Sale	\$150.00	\$0.00
L15	Legal Disb-Sale, Tax exempt	\$200.00	\$0.00
M20	Mortgage Discharge Fee	\$300.00	\$0.00
O62	Advance to Lawyer (Sale)	\$0.00	\$0.00
		<hr/>	
		\$10,354.00	\$708.75

## Home Purchase

A41	Home Inspection Fee- Purchase*	\$480.25	\$0.00
L40	Legal Fee - Purchase	\$791.00	\$0.00
L41	Legal Disbursements - Purchase	\$400.00	\$0.00
L43	Legal Disb-Purch, Tax exempt	\$200.00	\$0.00
L62	Title Insurance	\$300.00	\$0.00
M31	Mortgage appraisal fee*	\$250.00	\$0.00
O63	Advance to Lawyer (Purchase)	\$0.00	\$0.00
T50	Land Transfer Tax/Welcome Tax	\$5,000.00	\$0.00
V49	Labour for altering locks	\$200.00	\$0.00
		<hr/>	
		\$7,621.25	\$0.00

## Vehicle

V47	Drivers License Plates/Fees	\$100.00	\$0.00
V48	Vehicle Safety Certificates	\$100.00	\$0.00
V4B	Vehicle registration	\$100.00	\$0.00
		<hr/>	
		\$300.00	\$0.00

## House Hunting Trip

VH3	HHT - Car Rental	\$300.00	\$0.00
VH4	HHT - Lodging	\$834.00	\$0.00
VH4A	HHT - Lodging Private	\$0.00	\$0.00
VH4B	HHT - Lodging RV	\$0.00	\$0.00
VH5	HHT - Meals	\$1,088.50	\$0.00
VH6	HHT - Incidentals	\$121.10	\$0.00
VHD	HHT - Gas Expenses	\$150.00	\$0.00
VHH	DMF-House Hunting Trip	\$0.00	\$0.00

Brookfield

## Financial Worksheet Package

s.19(1).

File Number DJC 201500018  
 Home Phone [REDACTED]  
 Cell Phone [REDACTED]  
 Email [REDACTED]@justice.gc.ca  
 File Status Open  
 GIC Ex Unionized EX/GIC  
 Origin [REDACTED]

Transferee [REDACTED]  
 Work Phone [REDACTED]  
 Fax [REDACTED]  
 Move Type Posting/Transfer  
 Destination Ottawa area

*Travel to New Location*

VA0	TNL - Parking	\$0.00	\$0.00
VA2	TNL - Mileage	\$2,111.38	\$0.00
VA4	TNL - Lodging	\$1,112.00	\$0.00
VA5	TNL - Meals	\$1,399.50	\$0.00
VA6	TNL - Misc. allowance	\$126.00	\$0.00
VAC	DMF-Travel to New Location	\$0.00	\$0.00
		<b>\$2,493.60</b>	<b>\$0.00</b>
		<b>\$4,748.88</b>	<b>\$0.00</b>

*Interim Lodging*

VB4	Interim living - Lodging	\$695.00	\$0.00
VB4A	ILM - Lodging Private	\$0.00	\$0.00
VB4B	ILM - Lodging RV	\$0.00	\$0.00
VB5	Interim living - Meals	\$777.50	\$0.00
VB6	Interim living - Allowance	\$70.00	\$0.00
VBF	DMF-Interim Lodging	\$0.00	\$0.00
		<b>\$1,542.50</b>	<b>\$0.00</b>

*Special Approved IAM&MA*

VN4	Special IAM&MA - Lodgings	\$4,170.00	\$1,797.89
VN5	Special IAM&MA - Meals	\$2,332.50	\$900.26
VN6	Special IAM&MA -Misc.Allowance	\$279.90	\$121.29
VN7	DMF-Special Approved IAM&MA	\$0.00	\$27.38
		<b>\$6,782.40</b>	<b>\$2,846.82</b>

*Temporary Dual Residence Assistance (TDRA)*

VD0	TDRA - Parking	\$0.00	\$0.00
VD5	TDRA - Meals	\$0.00	\$432.90
VDF	TDRA - Accommodation	\$0.00	\$2,703.20
VDFA	TDRA - Lodging Private	\$0.00	\$0.00
VDFB	TDRA - Lodging RV	\$0.00	\$0.00
VDO	DMF-TDRA Assistance (TDRA)	\$0.00	\$71.52
		<b>\$0.00</b>	<b>\$3,207.62</b>

*Weekend Travel Home*

VK3	Weekend travel - taxi	\$0.00	\$8.00
VK4	Weekend travel - mileage	\$0.00	\$5,162.49
		<b>\$0.00</b>	<b>\$5,170.49</b>

*Utilities*

V46	Gas Connect/Disconnect	\$50.00	\$0.00
V4G	Telephone connect/Disconnect	\$50.00	\$0.00
V4H	Cable/Satellite connect/disc	\$50.00	\$0.00
V4I	Water connect/Disconnect	\$35.00	\$0.00
V4J	Hydro connect/Disconnect	\$35.00	\$0.00

Data Date 29-Mar-2016 14:46:49

Print Date 29-Mar-2016 14:46:49

Report Version V020828

Page 7 of 9

000028

s.19(1)

**Brookfield**

# Financial Worksheet Package

File Number DJC 201500018  
Home Phone [REDACTED]  
Cell Phone [REDACTED]  
Email [REDACTED]@justice.gc.ca  
File Status Open  
GIC Ex Unionized EX/GIC  
Origin [REDACTED]

Transferee [REDACTED]  
Work Phone [REDACTED]  
Fax [REDACTED]  
Move Type Posting/Transfer  
Destination Ottawa area

	<u>Core</u>	<u>Custom</u>	<u>Personalized</u>
Total funding envelope		\$7,067.62	\$5,276.03
Expenses claimed	\$11,933.68	\$0.00	\$120.94
Balance available		\$7,067.62	\$5,155.09
Relocation Advance Balance		\$0.00	

## TAXABLE BENEFIT SUMMARY

Expenses with an "\*" indicates CRA has identified the item(s) as possible taxable benefit(s), under certain circumstances. Please review the Its Your Move Manual - Tax Smart Section and refer to a tax specialist to determine whether or not Brookfield GRS will forward to you, on behalf of your employer, a T4/RL-1.

**No Summary Record Found**

Brookfield GRS provides relocation advice and services. Brookfield GRS Staff are not financial, tax, accounting or legal advisors. Brookfield GRS encourages you to seek the advice of professionals in these fields.

I, the transferee, certify that the information provided by me to Brookfield GRS in the preparation of this financial worksheet is factual and accurate.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

s.19(1)

## Brookfield

## Financial Worksheet Package

File Number DJC 201500018  
 Home Phone [REDACTED]  
 Cell Phone [REDACTED]  
 Email [REDACTED]@justice.gc.ca  
 File Status Open  
 GIC Ex Unionized EX/GIC  
 Origin [REDACTED]

Transferee  
 Work Phone [REDACTED]  
 Fax [REDACTED]

Move Type

Posting/Transfer

Destination

Ottawa area

## Administrative

V4A Change of address

\$220.00	\$0.00
----------	--------

\$118.00	\$0.00
----------	--------

\$118.00	\$0.00
----------	--------

Core subtotal	\$34,180.63	\$11,933.68
---------------	-------------	-------------

## Custom

## Administrative

O60 Relocation Advance

\$0.00	\$0.00
--------	--------

\$0.00	\$0.00
--------	--------

Custom subtotal	\$0.00	\$0.00
-----------------	--------	--------

## Personalized

## Special Approved IAM&amp;MA

VN4 Special IAM&MA - Lodgings  
 VN5 Special IAM&MA - Meals  
 VN6 Special IAM&MA - Misc.Allowance  
 VN7 DMF-Special Approved IAM&MA

\$0.00	\$118.99
--------	----------

\$0.00	\$0.00
--------	--------

\$0.00	\$0.00
--------	--------

\$0.00	\$1.95
--------	--------

\$0.00	\$120.94
--------	----------

## Administrative

V40 Non-accountable Incidentals  
 V60 Personalized Cash Payout\*  
 V62 RRSP Contribution\*

\$650.00	\$0.00
----------	--------


\$0.00	\$0.00
--------	--------

\$0.00	\$0.00
--------	--------

\$650.00	\$0.00
----------	--------

Personalized subtotal	\$650.00	\$120.94
-----------------------	----------	----------

**TOTAL TO DATE**

 <b>Public Works and Government Services Canada</b> Acquisitions Branch  <b>Travaux publics et Services gouvernementaux Canada</b> Direction générale des approvisionnements  <b>Bill-To Customer/Client facturé:</b>  JUSTICE (10130094) DEPUTY MINISTER 284 WELLINGTON ST 4TH FL. - ROOM 3064 OTTAWA ON K1A 0H8 CA  <b>Service Recipient/Destinataire du service:</b> JUSTICE(10130094) DEPUTY MINISTER 284 WELLINGTON ST, 4TH FL. - ROOM 3064 OTTAWA ON K1A 0H8 CA	<b>INVOICE No / No DE FACTURE</b> <b>91504593</b> s.19(1) Quote this number on all correspondence/ Numéro à indiquer dans toute correspondance  <b>Invoice Date/Date de facturation</b> 2016-05-05  <b>Sold-To Customer/Donneur d'ordre</b> 10130094  <b>Customer phone #/No de tél. du client</b>  <b>Reference #/ No de référence:</b> 16R00112  Contract: CRA1510133 Employee: [REDACTED] Pickup Date: 2016-03-17 Delivery Date: 2016-04-06 Delivered to: Residence Weight: 500 lbs 227 kgs From: [REDACTED] To: OTTAWA (ON) By: Sirva Canada LP CRS contact: paul.loyer@pwgsc.gc.ca Dept: Jean Destin Phone: (613) 808-9448
--	---

<b>FIS Initiated Transaction/</b> <b>Transaction entreprise en application de la SIF</b>	<b>Information/Renseignements</b>  Service central de déménagement (SCD) Contactez-nous par courriel : Servicesdedemenagement.CentralRemovalServices@tpsgc-pwgsc.gc.ca  Central Removal Service (CRS) Contact us by e-mail at: Servicesdedemenagement.CentralRemovalServices@tpsgc-	<b>IS ORG/ORG RI:</b> 11020151701  <b>IS REF/REF RI:</b> 300256910  <i>300260159-02</i>
---	---	---

Code	Description	Qty Invoiced /Qté facturée	Unit Price /Prix unitaire	Tx	Total Amount /Montant total
	<b>Order Number/Numéro de l'ordre: 1726203</b>				
431	Vehicle Transportation	1 EA	1,601.96 / 1 EA		1,601.96
513	Vehicle Removal Administration Fee	1 EA	24.03- / 1 EA		24.03-
503	Central Removal Surcharge	1 EA	47.34 / 1 EA		47.34

	<b>SUBTOTAL/SOUS TOTAL:</b> 1,625.27 <b>GST-HST/TPS-TVH:</b> 0.00 <b>PST/TVP:</b> 0.00
<b>GST/HST Reg No. / No d'inscription TPS/TVH:</b> 121491807RT0001	<b>Amount Due/Montant dû:</b> CAD \$ 1,625.27

0:Tax exempt/Exempt de taxes 1:GST-HST/TPS-TVH 2:PST/TVP 3:GST-HST&PST/TPS-TVH&TVP 4:Elig.Rebate of PST component of HST/Remboursement de la portion TVP de la TVH  
 Interest will be charged after the due date (Doc date + terms of payment) and fees on NSF if applicable in accordance with the Interest and Administrative Charges Regulations / Des frais d'intérêts seront facturés après la date d'échéance ainsi que des frais de chèque sans provision si applicable en vertu du Règlement sur les intérêts et les frais administratifs.



Department of Justice / Ministère de la Justice  
Canada

**PAYMENT  
VOUCHER**

**BORDEREAU DE  
PAIEMENT**

Scanned Documents / Documents numérisés ☐

Final Payment / Paiement Final ☐

Original document kept in legal file /  
Document original conservé dans le dossier ☒

Region - Région: NCR	Organization - Organisation: DM Business Centre	Vendor code - Code fournisseur: s.19(1)
Payee name - Nom du bénéficiaire: PWGSC		<div style="font-size: 2em; font-weight: bold;">401277</div> <div style="font-size: 1.5em;">401270</div>
Address - Adresse:		
Sent to Finance <u>30.05.2016</u> Copy sent to <u>OGD</u> Processed in IFMS Doc # <u>8500000256</u> Date invoice received / Date de réception de la facture: <u>14 May 2016</u> May 13, 2016		
Date goods received or services rendered - Date de réception des produits ou services:		

CHEQUE STUB INFORMATION - INFORMATION SUR LE TALON DU CHÈQUE		
Invoice number Numéro de la facture	Details Détails	Amount Montant
91504593	10130094 - 16R00112 IS: 11020-15-1701 Ref: 300256910 CRA1510133	1,625.27

ACCOUNTING INFORMATION (FOR ADDITIONAL LINES SEE PAGE 2) - RENSEIGNEMENTS DE LA COMPTABILITÉ (POUR DES LIGNES SUPPLÉMENTAIRES - VOIR PAGE 2)												
GL Account Compte général	Net Amount Montant net	HST/GST TVH/TPS	QST/ TVQ	Cost center Centre de coût	Fund Fonds	Functional Area Domaine Fonctionnel	Order Ordre	Assignment Affectation	Description ,	Commitment PO Engagement Bon de commande	Line Item L. d'item	
1 1720	1,625.27			11020	15	4010			Relocation - Transportation	300260159	2	
2												
3												

Sub-Total \$ 1,625.27 \$ 0.00 \$ 0.00  
 Sub-Total Tax Amount \$ 0.00  
 TOTAL \$ 1,625.27

The following boxes must be checked by the verifier - Les cases suivantes doivent être cochées par le vérificateur

- ☐ Services Rendered/Goods Supplied / Services rendus/marchandises livrées
 ☐ Contract Terms Met / Rencontre les Termes du contrat
 ☐ Supporting documentation / Documentation à l'appui

Account Verified - Name / Compte Vérifié - Nom	Signature	Date Y - A M D - J
Prepared by - Name / Préparé par - Nom J. Landry	Date Y - A M D - J 2016 05 16	G / R :
<b>CERTIFIED PURSUANT TO SECTION 34 OF THE FINANCIAL ADMINISTRATION ACT - CERTIFIÉ EN VERTU DE L'ARTICLE 34 DE LA LOI SUR LES FINANCES PUBLIQUES</b>		
Name - Nom Hon. Jody Wilson-Raybould	Signature	Date Y - A M D - J





Department of Justice  
Canada

Ministère de la Justice  
Canada

s.19(1)

FOR APPROVAL

## MEMORANDUM TO THE MINISTER

### SECTION 32 (FOR APPROVAL)

#### OBJECT

To obtain your section 32 approval for the relocation advances for [REDACTED] and [REDACTED]

#### CONTEXT


An expenditure initiation and commitment request should have been done before the expense was incurred.

Your signature for the section 32 is required to proceed with the payment of these expenses.

#### CONSIDERATIONS

In accordance with Treasury Board policy, your signature is required.

Do you approve? Yes ☒ / No ☐

  
\_\_\_\_\_  
Hon. Jody Wilson-Raybould  
Minister of Justice and Attorney General of Canada

PREPARED BY  
Joëlle Landry  
Administrative Officer  
Téléphone : 613-941-6042  
March 9, 2016

Department of Justice / Ministère de la Justice  
CanadaPAYMENT  
VOUCHERBORDEREAU DE  
PAIEMENTScanned Documents / Documents numérisés ☐Final Payment / Paiement Final ☐Original document kept in legal file /  
Document original conservé dans le dossier ☐

Region - Région: NCR	Organization - Organisation: Minister's Office	Vendor code - Code fournisseur:  s.19(1)
Payee name - Nom du bénéficiaire: Public Works		401270
Address - Adresse:		
Date goods received or services rendered - Date de réception des produits ou services:		Date invoice received / Date de réception de la facture:

## CHEQUE STUB INFORMATION - INFORMATION SUR LE TALON DU CHÈQUE

Invoice number Numéro de la facture	Details Détails	Amount Montant
91510829 /	Relocation - [REDACTED] <b>Processed in IFMS</b>	\$13895.20 -
	Doc # <u>8500000977</u>	
	Date <u>20 June 2016</u>	

## ACCOUNTING INFORMATION (FOR ADDITIONAL LINES SEE PAGE 2) - RENSEIGNEMENTS DE LA COMPTABILITÉ (POUR DES LIGNES SUPPLÉMENTAIRES VOIR PAGE 2)

GL Account Compte général	Net Amount Montant net	HST/GST TVH/TPS	QST/ TVQ	Cost center Centre de coût	Fund Fonds	Functional Area Domaine Fonctionnel	Order Ordre	Assignment Affectation	Description	Commitment PO Engagement Bon de commande	Line Item L. d'item
1 1720 /	13,895.20			11020 /	15	4010			Relocation [REDACTED] 91510829 /	300260159 /	5 /
2											
3											

Sub-Total \$ 13,895.20 \$ 0.00 \$ 0.00

Sub-Total Tax Amount \$ 0.00

TOTAL \$ 13,895.20

The following boxes must be checked by the verifier - Les cases suivantes doivent être cochées par le vérificateur

☐ Services Rendered/Goods Supplied  
Services rendus/marchandises livrées☐ Contract Terms Met  
Rencontre les Termes du contrat☐ Supporting documentation  
Documentation à l'appui

Account Verified - Name / Compte Vérifié - Nom	Signature	Date Y - A M D - J
Prepared by - Name / Préparé par - Nom Anne Grenier	Date Y - A M D - J 2016 06 21	G / R:
CERTIFIED PURSUANT TO SECTION 34 OF THE FINANCIAL ADMINISTRATION ACT / CERTIFIÉ EN VERTU DE L'ARTICLE 34 DE LA LOI SUR LES FINANCES PUBLIQUES		
Name - Nom Hon. Jody Wilson-Raybould	Signature	Date - 5 JUL 2016 D - J



Public Works and  
Government Services  
Canada  
Acquisitions Branch

Travaux publics et  
Services gouvernementaux  
Canada  
Direction générale des approvisionnements

**INVOICE No / No DE FACTURE****91510829****s.19(1)**Quote this number on all correspondence/  
Numéro à indiquer dans toute correspondance**Bill-To Customer/Client facturé:**

JUSTICE(10130094)  
DEPUTY MINISTER  
284 WELLINGTON ST  
4TH FL. - ROOM 3064  
OTTAWA ON K1A 0H8  
CA

**Invoice Date/Date de facturation****2016-06-09****Sold-To Customer/Donneur d'ordre****10130094****Customer phone #/No de tél. du client****Reference #/ No de référence:****16R00220**

Contract: CRA1610014

Employee: [REDACTED]

Pickup Date: 2016-04-28

Delivery Date: 2016-05-09

Delivered to: Residence

Weight: 8,980 lbs 4,073 kgs

From: [REDACTED]

To: OTTAWA (ON)

By: Sirva Canada LP

CRS contact:

paul.loyer@pwgsc.gc.ca

Dept: Jean Destin

Phone: (613) 808-9448

**Service Recipient/Destinataire du service:**

JUSTICE(10130094)  
DEPUTY MINISTER  
284 WELLINGTON ST, 4TH FL. - ROOM 3064  
OTTAWA ON K1A 0H8  
CA

**FIS Initiated Transaction/  
Transaction entreprise en application de la SIF****Information/Renseignements**

Service central de déménagement (SCD) Contactez-nous par  
courriel :  
Servicesdedemenagement.CentralRemovalServices@tpsgc-  
pwgsc.gc.ca

Central Removal Service (CRS) Contact us by e-mail at:  
Servicesdedemenagement.CentralRemovalServices@tpsgc-

**IS ORG/ORG RI:** 11020151701 1720**IS REF/REF RI:** 300256910-  
300260159-05

Code	Description	Qty Invoiced /Qté facturée	Unit Price /Prix unitaire	Tx	Total Amount /Montant total
415	Order Number/Numéro de l'ordre: 1732681 Transportation	1 EA	13,695.93 / 1 EA		13,695.93
458	Fuel Surcharge	1 EA	205.44- / 1 EA		205.44-
503	Central Removal Surcharge	1 EA	404.71 / 1 EA		404.71
		<b>SUBTOTAL/SOUS TOTAL:</b>			13,895.20
		<b>GST-HST/TPS-TVH:</b>			0.00
		<b>PST/TVP:</b>			0.00
<b>GST/HST Reg No. / No d'inscription TPS/TVH: 121491807RT0001</b>		<b>Amount Due/Montant dû:</b>			<b>CAD \$ 13,895.20</b>

0: Tax exempt/Exempt de taxes 1: GST-HST/TPS-TVH 2: PST/TVP 3: GST-HST&PST/TPS-TVH&TVP 4: Elig. Rebate of PST component of HST/Remboursement de la portion TVP de la TVH  
Interest will be charged after the due date (Doc date + terms of payment) and fees on NSF if applicable in accordance with the Interest and Administrative Charges Regulations / Des frais d'intérêts seront  
facturés après la date d'échéance ainsi que des frais de chèque sans provision si applicable en vertu du Règlement sur les intérêts et les frais administratifs.

Department of Justice / Ministère de la Justice  
CanadaPAYMENT  
VOUCHERBORDEREAU DE  
PAIEMENTScanned Documents / Documents numérisés ☐Final Payment / Paiement Final ☐Original document kept in legal file /  
Document original conservé dans le dossier ☒

Region - Région: NCR	Organization - Organisation: DM Business Centre	Vendor code - Code fournisseur:  s.19(1)  <b>133644</b>
Payee name - Nom du bénéficiaire: Brookfield		Processed in IFMS Doc # 1619023520 Date 29-3-16
Address - Adresse:		
Date goods received or services rendered - Date de réception des produits ou services:		Date invoice received / Date de réception de la facture: Feb, 23, 2016

## CHEQUE STUB INFORMATION - INFORMATION SUR LE TALON DU CHÈQUE

Invoice number Numéro de la facture	Details Détails	Amount Montant
IG1703265	GOC DJC 00	6,500.00

## ACCOUNTING INFORMATION (FOR ADDITIONAL LINES SEE PAGE 2) - RENSEIGNEMENTS DE LA COMPTABILITÉ (POUR DES LIGNES SUPPLÉMENTAIRES VOIR PAGE 2)

GL Account Compte général	Net Amount Montant net	HST/GST TVH/TPS	QST/ TVQ	Cost center Centre de coût	Fund Fonds	Functional Area Domaine Fonctionnel	Order Ordre	Assignment Affectation	Description	Commitment PO Engagement Bon de commande	Line Item L. d'item
1	1701	6,500.00			11020	15	4010		Initial Relocation Advance - [REDACTED]	300256911	01
2											
3											

Sub-Total \$ 6,500.00 \$ 0.00 \$ 0.00

Sub-Total Tax Amount \$ 0.00

TOTAL \$ 6,500.00

The following boxes must be checked by the verifier - Les cases suivantes doivent être cochées par le vérificateur

☐ Services Rendered/Goods Supplied  
Services rendus/marchandises livrées☐ Contract Terms Met  
Rencontre les Termes du contrat☐ Supporting documentation  
Documentation à l'appui

Account Verified - Name / Compte Vérifié - Nom	Signature	Date Y - A M D - J
Prepared by - Name / Préparé par - Nom J. Landry	Date Y - A M D - J 2016 03 04	G/R:
CERTIFIED PURSUANT TO SECTION 34 OF THE FINANCIAL ADMINISTRATION ACT - CERTIFIÉ EN VERTU DE L'ARTICLE 34 DE LA LOI SUR LES FINANCES PUBLIQUES		
Name - Nom [REDACTED]	Signature 	Date Y - A M D - J 9 MARS 2016

JUS 396-4 (2014/01)

Sent to Finance  
Copy sent to J. Papillon - Original

000036

# Brookfield

Brookfield Global Relocation Services /  
Service globaux de relogement Brookfield  
39 Wynford Dr  
Don Mills, Ontario, M3C 3K5  
Tel: 416.386.6065  
Fax: 416.510.5651

Remit Payment to / Remettre votre paiement à:  
P.O. Box 3840  
c/o CIBC Main Branch  
199 Bay St  
Toronto, ON, M5L 1K1

s.19(1)

## Billing Contact:

Julie Papillon  
Department of Justice Canada  
284 Wellington Street  
Room 1115  
Ottawa, ON  
K1A 0H8,

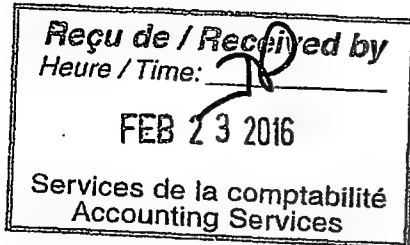
M/E

DJC 201500017

Invoice Type: ACCOUNTABLE  
ADVANCE #1  
Invoice Date: 02 /01/2016  
Client #: GOC DJC 00 ✓  
Invoice #: # IG1703265 ✓  
Authorized Date: 01/15/2016  
Age of File: 17  
Page: 1 of 1

## Prebills

Date	Description	Amount	GST/ HST	QST	PST	Total
01/26/2016	Initial Relocation Advance	6,500.00	0.00	0.00	0.00	6,500.00
Total Prebills		6,500.00	0.00	0.00	0.00	6,500.00



Amount Due **6,500.00**

SENT TO DANIELLE VAILLANCOURT ON FEB 29, 2016

Contract No: 24062-070410/001/ZL

Client Reference No: 24062-070410

Financial Codes: 0560-210501-4870

Please forward your payment with reference to invoice and customer GOC DJC 00 Attention: IRP Accounting  
For inquiries, please contact: Phone #

**Landry, Joelle**

s.19(1)

**From:** Destin, Jean  
**Sent:** 2016-Feb-25 11:48 AM  
**To:** Papillon, Julie  
**Subject:** DJC 201500017 - [REDACTED]  
**Attachments:** doc07259620160223132915.pdf

Bonjour Julie,

Voici ce que Brookfield m'annonce par rapport à la facture de [REDACTED] voir pièce jointe:

« [REDACTED] désire réclamer les frais d'hébergement lorsqu'elle est arrivée à Ottawa pour débiter le travail.

Nous aurons quelques dépense à rembourser pour le dossier DJC 201500017.

Je suis présentement dans l'attente des reçus d'hôtel de [REDACTED]

La facture que vous avez reçu de Brookfield est bonne».

Donc, je te suggère d'envoyer la facture a Danielle Vaillancourt et elle va prendre soin de faire suivre à qui le droit.

Merci de ta collaboration habituelle,

Jean Destin

Accounting Operations and Client Services / Opérations de la comptabilité - Services à la clientèle Finance and Planning Branch / Direction général des finances et de la planification Department of Justice Canada / Ministère de la Justice Canada  
284 Wellington Street, EMB-1032 / 284, rue Wellington, ÉCE-1032 Ottawa, Ontario K1A 0H8  
Tel: 613-808-9448  
E-mail : jdestin@justice.gc.ca

-----Original Message-----

**From:** P1082@justice.gc.ca [mailto:P1082@justice.gc.ca]  
**Sent:** 2016-Feb-23 1:29 PM  
**To:** Destin, Jean  
**Subject:** Scanned Document from P1082

Scanned document from Kyocera P1082 printer as a PDF attachment TASKalfa 4500i

s.19(1)

**Landry, Joelle**

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**From:** Vaillancourt, Danielle  
**Sent:** 2016-Feb-29 12:38 PM  
**To:** Landry, Joelle  
**Subject:** FW: Brookfield - [REDACTED] Advance #1 IG1703265

**Importance:** High

---

**From:** Papillon, Julie  
**Sent:** 2016-Feb-29 12:15 PM  
**To:** Vaillancourt, Danielle  
**Subject:** Brookfield - [REDACTED] Advance #1 IG1703265  
**Importance:** High

Bonjour Danielle,

Voici la facture # 1 - IG1703265 (PDF) dans le relèvement de [REDACTED] pourrais-tu préparer un bordereau de paiement et obtenir une signature S34 et me le renvoyer, je vais l'uploader dans SharePoint pour que Finance paie Brookfield, merci



DJC 201500017 -



doc0726622016...

**Julie Papillon**  
Departmental Coordinator (Travel & Acquisition Cards) /  
Coordonnatrice ministérielle (Cartes de voyage & d'acquisition)  
Relocation / Ré-installation  
Justice Canada  
EMB / ÉCE-1036  
284, rue Wellington St.  
Ottawa, ON K1A 0H8  
T.: (613) 954-2429  
F.: (613) 948-6930  
E-Mail to: [julie.papillon@justice.gc.ca](mailto:julie.papillon@justice.gc.ca)  
Government of Canada | Gouvernement du Canada



Pensez à l'environnement. Si vous devez imprimer ce courriel, imprimer le recto verso/ Think about the Environment, if you need to print this e-mail, print it double sided.



Department of Justice  
Canada

Ministère de la Justice  
Canada

FOR APPROVAL

s.19(1)

## MEMORANDUM TO THE MINISTER

### SECTION 32 (FOR APPROVAL)

#### OBJECT

To obtain your section 32 approval for the relocation advances for [REDACTED] and [REDACTED]

#### CONTEXT

An expenditure initiation and commitment request should have been done before the expense was incurred.

Your signature for the section 32 is required to proceed with the payment of these expenses.

#### CONSIDERATIONS

In accordance with Treasury Board policy, your signature is required.

Do you approve? Yes ☒ / No ☐

Hon. Jody Wilson-Raybould  
Minister of Justice and Attorney General of Canada

#### PREPARED BY

Joëlle Landry  
Administrative Officer  
Téléphone : 613-941-6042  
March 9, 2016



Department of Justice / Ministère de la Justice  
CanadaPAYMENT  
VOUCHERBORDEREAU DE  
PAIEMENTScanned Documents / Documents numérisés ☐Final Payment / Paiement Final ☐Original document kept in legal file /  
Document original conservé dans le dossier ☐

Region - Région: NCR	Organization - Organisation: DM Business Centre	Vendor code - Code fournisseur: s.19(1)
Payee name - Nom du bénéficiaire: Brookfield		133644
Address - Adresse: PO Box 3840 c/o CIBC Main Branch 199 Bay St. M5L 1K1		
Date goods received or services rendered - Date de réception des produits ou services:		
Sent to Finance <u>17 MAI 2016</u> Copy sent to <u>J. Papillier</u>		Date invoice received / Date de réception de la facture: Mar 29 2016

## CHEQUE STUB INFORMATION - INFORMATION SUR LE TALON DU CHÈQUE

Invoice number Numéro de la facture	Details Détails	Amount Montant
IG1714709 /	GOC DJC 00 /	21341.08 /

## ACCOUNTING INFORMATION (FOR ADDITIONAL LINES SEE PAGE 2) - RENSEIGNEMENTS DE LA COMPTABILITÉ (POUR DES LIGNES SUPPLÉMENTAIRES - VOIR PAGE 2)

GL Account Compte général	Net Amount Montant net	HST/GST TVH/TPS	QST/ TVQ	Cost center Centre de coût	Fund Fonds	Functional Area Domaine Fonctionnel	Order Ordre	Assignment Affectation	Description	Commitment PO Engagement Bon de commande	Line Item L. d'item
1 1701 /	21,280.16	60.92		11020 /	15 /	4010 /			Relocation advance 2 /	300260140 /	01
2											
3											

Sub-Total \$ 21,280.16 \$ 60.92 \$ 0.00

Sub-Total Tax Amount \$ 60.92

TOTAL \$ 21,341.08

The following boxes must be checked by the verifier - Les cases suivantes doivent être cochées par le vérificateur

☐ Services Rendered/Goods Supplied  
Services rendus/marchandises livrées☐ Contract Terms Met  
Rencontre les Termes du contrat☐ Supporting documentation  
Documentation à l'appui

Account Verified - Name / Compte Vérifié - Nom	Signature	Date Y - A M D - J
Prepared by - Name / Préparé par - Nom A. Grenier	Date Y - A M D - J 2016 05 16	G/R:
CERTIFIED PURSUANT TO SECTION 34 OF THE FINANCIAL ADMINISTRATION ACT / E 34 DE LA LOI SUR LES FINANCES PUBLIQUES		
Name - Nom	Signature	Date Y - A M D - J 16 AVRIL 2016 16 MAI 2016

# Brookfield

Brookfield Global Relocation Services /  
Service globaux de relogement Brookfield  
39 Wynford Dr  
Don Mills, Ontario, M3C 3K5  
Tel: 416.386.6065  
Fax: 416.510.5651

Released under the Access to Information Act /  
Divulgué(s) en vertu de la Loi sur l'accès à l'information.  
Remit Payment to / Remettre votre paiement à:  
P.O. Box 3840  
c/o CIBC Main Branch  
199 Bay St  
Toronto, ON, M5L 1K1  
s.19(1)

**Billing Contact:**

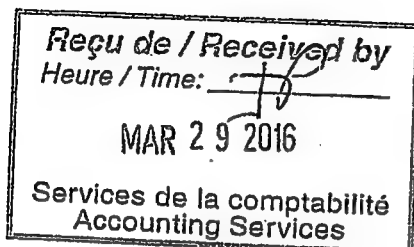
Julie Papillon  
Department of Justice Canada  
284 Wellington Street  
Room 1115  
Ottawa, ON  
K1A 0H8,

**M/E****DJC 201500017**

**Invoice Type:** ACCOUNTABLE  
**ADVANCE #2**  
**Invoice Date:** 03 /21/2016  
**Client #:** GOC DJC 00 ✓  
**Invoice #:** # IG1714709 ✓  
**Authorized Date:** 01/15/2016  
**Age of File:** 66  
**Page:** 1 of 1

**Prebills**

Date	Description	Amount	GST/ HST	QST	PST	Total
03/15/2016	Estimates <i>Less advance / Moins avance</i>	-6,500.00	0.00	0.00	0.00	-6,500.00
03/15/2016	Administration Fee - 1/3rd	468.60	60.92	0.00	0.00	529.52
03/15/2016	Estimates <i>Core / Comp. de base</i>	7,082.40	0.00	0.00	0.00	7,082.40
03/15/2016	Estimates <i>Custom / Comp. sur mesure</i>	6,813.16	0.00	0.00	0.00	6,813.16
03/15/2016	Estimates <i>Personalized / Personnalis</i>	13,416.00	0.00	0.00	0.00	13,416.00
<b>Total Prebills</b>		<b>21,280.16</b>	<b>60.92</b>	<b>0.00</b>	<b>0.00</b>	<b>21,341.08</b>



PLEASE RETURN TO  
JULIE PAPILLON  
S.V.P. VEUILLEZ RETOURNER À  
JULIE PAPILLON

**Amount Due** **21,341.08**

*SENT TO JULIE LANDRY ON MARCH 29, 2016*

Contract No: 24062-070410/00 1/ZL

Client Reference No: 24062-070410

Financial Codes: 0560-210501-4870

Please forward your payment with reference to invoice and customer GOC DJC 00 Attention: IRP Accounting

For inquiries, please contact: Phone #

\*\*G.S.T. Registration No./ # d'Inscription TPS 807202205RT

\*\*Q.S.T. Registration No./ # d'Inscription TVQ 1217928539

**Brookfield**

Brookfield Global Relocation Services /  
Service globaux de relogement Brookfield  
39 Wynford Dr  
Don Mills, Ontario, M3C 3K5  
Tel: 416.386.6065  
Fax: 416.510.5651

Remit Payment to / Remettre votre paiement à:  
P.O. Box 3840  
c/o CIBC Main Branch  
199 Bay St  
Toronto, ON, M5L 1K1

s.19(1)

**Billing Contact:**

Julie Papillon  
Department of Justice Canada  
284 Wellington Street  
Room 1115  
Ottawa, ON  
K1A 0H8,

M/E

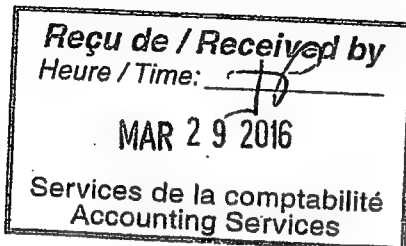
DJC 201500017

**Invoice Type:** ACCOUNTABLE

ADVANCE #2

**Invoice Date:** 03 /21/2016**Client #:** GOC DJC 00**Invoice #:** # IG1714709**Authorized Date:** 01/15/2016**Age of File:** 66**Page:** 1 of 1**Prebills**

Date	Description	Amount	GST/ HST	QST	PST	Total
03/15/2016	Estimates <i>Less advance / Moins avance</i>	-6,500.00	0.00	0.00	0.00	-6,500.00
03/15/2016	Administration Fee - 1/3rd	468.60	60.92	0.00	0.00	529.52
03/15/2016	Estimates <i>Core / Comp. de base</i>	7,082.40	0.00	0.00	0.00	7,082.40
03/15/2016	Estimates <i>Custom / Comp. sur mesure</i>	6,813.16	0.00	0.00	0.00	6,813.16
03/15/2016	Estimates <i>Personalized / Personnalis</i>	13,416.00	0.00	0.00	0.00	13,416.00
<b>Total Prebills</b>		<b>21,280.16</b>	<b>60.92</b>	<b>0.00</b>	<b>0.00</b>	<b>21,341.08</b>



PLEASE RETURN TO  
JULIE PAPILLON  
S.V.P. VEUILLEZ RETOURNER À  
JULIE PAPILLON

**Amount Due** **21,341.08***SENT TO JOC/IC LANDRY ON MARCH 29, 2016*

Contract No: 24062-0704 10/001/ZL

Client Reference No: 24062-070410

Financial Codes: 0560-210501-4870

Please forward your payment with reference to invoice and customer GOC DJC 00 Attention: IRP Accounting

For inquiries, please contact: Phone #

\*\*G.S.T. Registration No./ # d'inscription TPS 807202205RT

\*\*Q.S.T. Registration No./ # d'inscription TVQ 1217928539

000043



Department of Justice  
Canada

Ministère de la Justice  
Canada

FOR APPROVAL

s.19(1)

## MEMORANDUM TO THE MINISTER

### SECTION 32 (FOR APPROVAL)

#### OBJECT

To obtain the section 32 approval for the relocation advance for [REDACTED] for fiscal year 2016-2017.

#### CONTEXT

An expenditure initiation and commitment request was done in fiscal year 2015-2016 for the full expenses. But in this case, not all of the expenses incurred in 2015-2016. As per finance directive a new section 32 is needed for this new 2016-2017 fiscal year.

Your signature for the section 32 is required to proceed with the payment of the amount of \$ 21,341.08 (300260140-11020-15-4010).

#### CONSIDERATIONS

In accordance with Treasury Board policy, your signature is required.

Do you approve? Yes ☒ / No ☐

[REDACTED]

Chief of Staff Minister's Office

- 2 JUN 2016

Date

#### PREPARED BY

Joëlle Landry

Administrative Officer

Téléphone : 613-941-6042

June 2, 2016



Department of Justice  
Canada

Ministère de la Justice  
Canada

FOR APPROVAL

s.19(1)

## MEMORANDUM TO THE MINISTER

### SECTION 32 (FOR APPROVAL)

#### OBJECT

To obtain your section 32 approval for the relocation advances for [REDACTED] and [REDACTED]

#### CONTEXT

An expenditure initiation and commitment request should have been done before the expense was incurred.

Your signature for the section 32 is required to proceed with the payment of these expenses.

#### CONSIDERATIONS

In accordance with Treasury Board policy, your signature is required.

Do you approuve? Yes ☒ / No ☐

Hon. Jody Wilson-Raybould  
Minister of Justice and Attorney General of Canada

#### PREPARED BY

Joëlle Landry  
Administrative Officer  
Téléphone : 613-941-6042  
March 9, 2016

**Brookfield****Relocation Expense Claim**

s.19(1)

Brookfield GRS File #: DJC 201500017  
 Transferee name:   
 Origin Location:   
 Destination Location: Ottawa, Ontario, Canada  
 Dates inclusive: 11/26/2015 to 01/09/2016  
 # Adults: 1  
 Claim Entered By:   
 Type of Claim: Special Approved IAM&MA

Claim ID: 1,200,907

Description	Amount (net GST/HST)	GST/HST	QST/PST	Total
<b>Core Expenses</b>				
VN4 Special Approved IAM&MA - Commercial lodging Advisor's comments: December 2-31, 2015	2,970.00	0.00	0.00	2,970.00
VN4 Special Approved IAM&MA - Commercial lodging Advisor's comments: January 1-9, 2016	891.00	0.00	0.00	891.00
VN6 Special Approved IAM&MA - Incidental/Misc. allowance	49.56	6.42 H	0.00 P	55.98
VN5 Special Approved IAM&MA - Meals	1,180.13	153.31 H	0.00 P	1,333.44
VM6 Unaccompanied Travel - Incidental/Misc. allowance	8.26	1.07 H	0.00 P	9.33
VM5 Unaccompanied Travel - Meals	68.81	8.94 H	0.00 P	77.75
VM1 Unaccompanied Travel - Transportation - Air Advisor's comments: Unaccompanied travel via air November 26, 2015	289.12	37.59 H	0.00	326.71
VK4 Weekend Travel - Weekend travel - mileage Advisor's comments: Week end travel home via air December 4, 2015 December 11, 2015	525.24	68.29 H	0.00	593.53
VK4 Weekend Travel - Weekend travel - mileage Advisor's comments: Week end travel home via air November 27-29, 2015	517.24	67.25 H	0.00	584.49
VK4 Weekend Travel - Weekend travel - mileage Advisor's comments: Week end travel home via air December 17, 2015 - December 20, 2015	542.24	70.50 H	0.00	612.74
<b>Total Core Expenses</b>	<b>7,041.60</b>	<b>413.37</b>	<b>0.00</b>	<b>7,454.97</b>
<b>Total Claim</b>	<b>7,041.60</b>	<b>413.37</b>	<b>0.00</b>	<b>7,454.97</b>

**METHOD OF REIMBURSEMENT**

Direct deposit to your bank account (per bank information on file)

I hereby certify that all of the above expenses have been incurred for relocation purposes during the specified period and that the receipt(s) submitted were paid in full.

Signature of Transferee

Date

**Brookfield****Relocation Expense Claim**

s.19(1)

Brookfield GRS File #: DJC 201500017  
 Transferee name:   
 Origin Location:   
 Destination Location: Ottawa, Ontario, Canada  
 Dates inclusive: 11/26/2015 to 01/09/2016  
 # Adults: 1  
 Claim Entered By:   
 Type of Claim: Special Approved IAM&MA

Claim ID: 1,200,907

Main mode of transportation: Air  
 Travel Mileage: 0  
 On-site Mileage: 0  
 Travel to Commercial Carrier Mileage: 0

Effective: 01-Oct-2015

Effective: 01-Jan-2016

Travel Allowance Rate:	At Origin	At Destination	At Origin	At Destination
Breakfast	16.55	16.55	16.55	16.55
Lunch	16.80	16.80	16.80	16.80
Dinner	44.40	44.40	44.40	44.40
Incidental	9.33	9.33	9.33	9.33
Non - commercial	50.00	50.00		
Mileage per km	0.550	0.550		

**Meals & Incidentals**

Day	Date	Type	Breakfast	Lunch	Dinner	Incidental	Dependants	Exchange Rate	Funding
1	26-Nov-2015	Unaccompanied Travel	O	O	O	O		1.000000	C
2	27-Nov-2015	Special Approved IAM&MA	D	D	D	D		1.000000	C
3	30-Nov-2015	Special Approved IAM&MA	D	D	D	D		1.000000	C
4	01-Dec-2015	Special Approved IAM&MA	D	D	D	D		1.000000	C
5	02-Dec-2015	Special Approved IAM&MA	D	D	D	D		1.000000	C
6	03-Dec-2015	Special Approved IAM&MA	D	D	D	D		1.000000	C
7	04-Dec-2015	Special Approved IAM&MA	D	D	D	D		1.000000	C
8	14-Dec-2015	Special Approved IAM&MA	D	D	D			1.000000	C
9	15-Dec-2015	Special Approved IAM&MA	D	D	D			1.000000	C
10	16-Dec-2015	Special Approved IAM&MA	D	D	D			1.000000	C
11	17-Dec-2015	Special Approved IAM&MA	D	D	D			1.000000	C
12	21-Dec-2015	Special Approved IAM&MA	D	D	D			1.000000	C
13	22-Dec-2015	Special Approved IAM&MA	D	D	D			1.000000	C
14	01-Jan-2016	Special Approved IAM&MA	D	D	D			1.000000	C
15	02-Jan-2016	Special Approved IAM&MA	D	D	D			1.000000	C
16	03-Jan-2016	Special Approved IAM&MA	D	D	D			1.000000	C
17	04-Jan-2016	Special Approved IAM&MA	D	D	D			1.000000	C
18	05-Jan-2016	Special Approved IAM&MA	D	D	D			1.000000	C
19	06-Jan-2016	Special Approved IAM&MA	D	D	D			1.000000	C
20	07-Jan-2016	Special Approved IAM&MA	D	D	D			1.000000	C
21	08-Jan-2016	Special Approved IAM&MA	D	D	D			1.000000	C
22	09-Jan-2016	Special Approved IAM&MA	D	D	D			1.000000	C

# Brookfield

## Relocation Expense Claim

s.19(1)

Brookfield GRS File #: DJC 201500017  
 Transferee name: [REDACTED]  
 Origin Location: [REDACTED]  
 Destination Location: Ottawa, Ontario, Canada  
 Dates inclusive: 11/26/2015 to 01/09/2016  
 # Adults: 1  
 Claim Entered By: [REDACTED]  
 Type of Claim: Special Approved IAM&MA

Claim ID: 1,200,907

### Lodging

Day	Date	Lodge name	Non - Commercial	Room #	Max. Rate	Room	DMF	Tax 1	Tax 2	Exchange Rate	Funding
1	26-Nov-2015			0	0.00	0.00	0.00	0.00	0.00	1.000000	C
2	27-Nov-2015			0	0.00	0.00	0.00	0.00	0.00	1.000000	C
3	30-Nov-2015			0	0.00	0.00	0.00	0.00	0.00	1.000000	C
4	01-Dec-2015			0	0.00	0.00	0.00	0.00	0.00	1.000000	C
5	02-Dec-2015			0	0.00	0.00	0.00	0.00	0.00	1.000000	C
6	03-Dec-2015			0	0.00	0.00	0.00	0.00	0.00	1.000000	C
7	04-Dec-2015			0	0.00	0.00	0.00	0.00	0.00	1.000000	C
8	14-Dec-2015			0	0.00	0.00	0.00	0.00	0.00	1.000000	C
9	15-Dec-2015			0	0.00	0.00	0.00	0.00	0.00	1.000000	C
10	16-Dec-2015			0	0.00	0.00	0.00	0.00	0.00	1.000000	C
11	17-Dec-2015			0	0.00	0.00	0.00	0.00	0.00	1.000000	C
12	21-Dec-2015			0	0.00	0.00	0.00	0.00	0.00	1.000000	C
13	22-Dec-2015			0	0.00	0.00	0.00	0.00	0.00	1.000000	C
14	01-Jan-2016			0	0.00	0.00	0.00	0.00	0.00	1.000000	C
15	02-Jan-2016			0	0.00	0.00	0.00	0.00	0.00	1.000000	C
16	03-Jan-2016			0	0.00	0.00	0.00	0.00	0.00	1.000000	C
17	04-Jan-2016			0	0.00	0.00	0.00	0.00	0.00	1.000000	C
18	05-Jan-2016			0	0.00	0.00	0.00	0.00	0.00	1.000000	C
19	06-Jan-2016			0	0.00	0.00	0.00	0.00	0.00	1.000000	C
20	07-Jan-2016			0	0.00	0.00	0.00	0.00	0.00	1.000000	C
21	08-Jan-2016			0	0.00	0.00	0.00	0.00	0.00	1.000000	C
22	09-Jan-2016			0	0.00	0.00	0.00	0.00	0.00	1.000000	C



## Brookfield

## Unbilled Transactions

Transaction Date	Transaction Type	Sub Type Code	Sub Type Description	Total	Amount	TAX 1	TAX 2	Additional Description
10/02/2016	Expense	A10	Appraisal Fee	708.75	675.00	33.75	0.00	CERC
29/02/2016	Expense	XNS	Simple Interest	0.34	0.34	0.00	0.00	Interest for 2016-02
14/03/2016	Expense	VD5	TDRA - Meals	115.44	102.16	13.28	0.00	
14/03/2016	Expense	VD5	TDRA - Meals	317.46	280.94	36.52	0.00	
14/03/2016	Expense	VDF	TDRA - Accommodation	844.75	745.00	99.75	0.00	
14/03/2016	Expense	VDF	TDRA - Accommodation	1,858.45	1,644.65	213.80	0.00	
14/03/2016	Expense	VDO	DMF-TDRA Assistance (TDRA)	22.35	22.35	0.00	0.00	
14/03/2016	Expense	VDO	DMF-TDRA Assistance (TDRA)	49.17	49.17	0.00	0.00	
14/03/2016	Expense	VK3	Weekend travel - taxi	8.00	7.62	0.38	0.00	
14/03/2016	Expense	VK4	Weekend travel - mileage	2,581.54	2,456.25	121.26	4.03	
14/03/2016	Expense	VK4	Weekend travel - mileage	12.83	12.22	0.61	0.00	
14/03/2016	Expense	VK4	Weekend travel - mileage	2,555.29	2,431.25	120.01	4.03	
14/03/2016	Expense	VK4	Weekend travel - mileage	12.83	11.35	1.48	0.00	
14/03/2016	Expense	VN4	Special IAM&MA - Lodgings	73.70	65.00	8.70	0.00	
14/03/2016	Expense	VN4	Special IAM&MA - Lodgings	1,797.89	1,588.00	209.89	0.00	17/01/2016 to 29/01/2016
14/03/2016	Expense	VN4	Special IAM&MA - Lodgings	45.29	40.00	5.29	0.00	17/01/2016 to 29/01/2016
14/03/2016	Expense	VN5	Special IAM&MA - Meals	900.26	796.75	103.51	0.00	17/01/2016 to 29/01/2016
14/03/2016	Expense	VN6	Special IAM&MA -Misc.Allowance	121.29	107.38	13.91	0.00	17/01/2016 to 29/01/2016
14/03/2016	Expense	VN7	DMF-Special Approved IAM&MA	1.95	1.95	0.00	0.00	
14/03/2016	Expense	VN7	DMF-Special Approved IAM&MA	27.38	27.38	0.00	0.00	17/01/2016 to 29/01/2016
21/03/2016	Expense	F10	Administration Fee	529.52	468.60	60.92	0.00	
31/03/2016	Expense	XNS	Simple Interest	5.38	5.38	0.00	0.00	Interest for 2016-03
31/03/2016	Expense	VD5	TDRA - Meals	288.60	255.40	33.20	0.00	
31/03/2016	Expense	VDF	TDRA - Accommodation	1,689.50	1,495.13	194.37	0.00	
31/03/2016	Expense	VDO	DMF-TDRA Assistance (TDRA)	44.70	44.70	0.00	0.00	
31/03/2016	Expense	VK3	Weekend travel - taxi	35.00	35.00	0.00	0.00	
31/03/2016	Expense	VK3	Weekend travel - taxi	34.00	34.00	0.00	0.00	
31/03/2016	Expense	VK3	Weekend travel - taxi	8.00	7.62	0.38	0.00	
31/03/2016	Expense	VK4	Weekend travel - mileage	2,718.59	2,408.25	310.34	0.00	
18/04/2016	Expense	VD5	TDRA - Meals	144.30	127.70	16.60	0.00	
18/04/2016	Expense	VDF	TDRA - Accommodation	675.80	596.00	79.80	0.00	
18/04/2016	Expense	VK3	Weekend travel - taxi	37.00	37.00	0.00	0.00	
18/04/2016	Expense	VK4	Weekend travel - mileage	1,617.97	1,434.25	183.72	0.00	
22/04/2016	Expense	A41	Home Inspection Fee-Purchase	488.64	425.00	21.25	42.39	4 Summerlea
22/04/2016	Expense	O53	Home Sale Assistance	1,000.00	1,000.00	0.00	0.00	Home Sale Assistance
22/04/2016	Expense	O62	Advance to Lawyer (Sale)	420.00	420.00	0.00	0.00	Legal Fee - Sale
22/04/2016	Expense	O62	Advance to Lawyer (Sale)	150.00	150.00	0.00	0.00	estimated disbursements
22/04/2016	Expense	O62	Advance to Lawyer (Sale)	11,355.75	11,355.75	0.00	0.00	Real Estate Commission
30/04/2016	Expense	XNS	Simple Interest	5.81	5.81	0.00	0.00	Interest for 2016-04
28/04/2016	Expense	B10	Real Estate Commission	11,355.75	10,815.00	540.75	0.00	
28/04/2016	Expense	L10	Legal Fee - Sale	420.00	375.00	18.75	26.25	
28/04/2016	Expense	L11	Legal Disbursements - Sale	78.75	75.00	3.75	0.00	Photocopies
28/04/2016	Expense	L11	Legal Disbursements - Sale	126.00	120.00	6.00	0.00	Courier expenses
28/04/2016	Expense	L11	Legal Disbursements - Sale	51.24	48.80	2.44	0.00	BC Online charges
28/04/2016	Expense	L11	Legal Disbursements - Sale	15.75	15.00	0.75	0.00	Law Society/Transaction Levy
28/04/2016	Expense	O62	Advance to Lawyer (Sale)	(11,925.75)	(11,925.75)	0.00	0.00	

# Brookfield

## Unbilled Transactions

Transaction Date	Transaction Type	Sub Type Code	Sub Type Description	Total	Amount	TAX 1	TAX 2	Additional Description
03/05/2016	Expense	VD0	TDRA - Parking	52.00	52.00	0.00	0.00	
03/05/2016	Expense	VD5	TDRA - Meals	146.25	129.42	16.83	0.00	
03/05/2016	Expense	VDF	TDRA - Accommodation	844.75	745.00	99.75	0.00	
03/05/2016	Expense	VDO	DMF-TDRA Assistance (TDRA)	22.35	22.35	0.00	0.00	
03/05/2016	Expense	VK3	Weekend travel - taxi	16.00	14.16	1.84	0.00	
03/05/2016	Expense	VK3	Weekend travel - taxi	63.00	55.75	7.25	0.00	
03/05/2016	Expense	VK4	Weekend travel - mileage	1,956.97	1,734.25	222.72	0.00	
20/05/2016	Expense	L11	Legal Disbursements - Sale	45.00	45.00	0.00	0.00	PPSA Release
31/05/2016	Expense	XNS	Simple Interest	(8.72)	(8.72)	0.00	0.00	Interest for 2016-05
03/06/2016	Expense	L40	Legal Fee - Purchase	862.31	750.00	37.50	74.81	
03/06/2016	Expense	L41	Legal Disbursements - Purchase	247.20	215.00	10.75	21.45	
03/06/2016	Expense	L43	Legal Disb-Purch, Tax exempt	350.00	350.00	0.00	0.00	
03/06/2016	Expense	VA2	TNL - Mileage	2,089.15	1,989.67	99.48	0.00	29/04/2016 to 06/05/2016
03/06/2016	Expense	VA4	TNL - Lodging	78.83	75.00	3.83	0.00	
03/06/2016	Expense	VA4	TNL - Lodging	105.10	100.00	5.10	0.00	29/04/2016 to 06/05/2016
03/06/2016	Expense	VA4	TNL - Lodging	70.40	64.00	3.20	3.20	29/04/2016 to 06/05/2016
03/06/2016	Expense	VA4	TNL - Lodging	208.12	184.00	24.12	0.00	29/04/2016 to 06/05/2016
03/06/2016	Expense	VA5	TNL - Meals	551.60	525.35	26.25	0.00	29/04/2016 to 06/05/2016
03/06/2016	Expense	VA6	TNL - Misc. allowance	33.11	31.50	1.61	0.00	29/04/2016 to 06/05/2016
03/06/2016	Expense	VAA	TNL - Pet boarding	21.00	20.00	1.00	0.00	
03/06/2016	Expense	VAA	TNL - Pet boarding	26.25	25.00	1.25	0.00	
03/06/2016	Expense	VAC	DMF-Travel to New Location	4.56	4.56	0.00	0.00	
03/06/2016	Expense	VAC	DMF-Travel to New Location	6.08	6.08	0.00	0.00	29/04/2016 to 06/05/2016
03/06/2016	Expense	VAC	DMF-Travel to New Location	1.50	1.50	0.00	0.00	29/04/2016 to 06/05/2016
03/06/2016	Expense	VB4	Interim living - Lodging	157.07	139.00	6.95	11.12	29/04/2016 to 06/05/2016
03/06/2016	Expense	VB5	Interim living - Meals	78.80	75.05	3.75	0.00	29/04/2016 to 06/05/2016
03/06/2016	Expense	VB6	Interim living - Allowance	4.73	4.50	0.23	0.00	29/04/2016 to 06/05/2016
03/06/2016	Expense	VBF	DMF-Interim Lodging	2.78	2.78	0.00	0.00	29/04/2016 to 06/05/2016
<b>TOTAL:</b>				<b>41,461.45</b>	<b>38,245.60</b>	<b>3,028.57</b>	<b>187.28</b>	

Department of Justice / Ministère de la Justice  
Canada**PAYMENT  
VOUCHER****BORDEREAU DE  
PAIEMENT**Scanned Documents / Documents numérisés ☐Final Payment / Paiement Final ☐Original document kept in legal file /  
Document original conservé dans le dossier ☐

Region - Région: NCR	Organization - Organisation: Minister's Office	Vendor code - Code fournisseur:  s.19(1)
Payee name - Nom du bénéficiaire: Brookfield Global Relocation		133644
Address - Adresse: PO Box 3840 199 Bay St. Toronto M5L 1K1		
Date goods received or services rendered - Date de réception des produits ou services:		Date invoice received / Date de réception de la facture:

**CHEQUE STUB INFORMATION - INFORMATION SUR LE TALON DU CHÈQUE**

Invoice number Numéro de la facture	Details Détails	Amount Montant
1743143	Relocation services - [redacted] final invoice credit	- \$18789.44

**ACCOUNTING INFORMATION (FOR ADDITIONAL LINES SEE PAGE 2) - RENSEIGNEMENTS DE LA COMPTABILITÉ (POUR DES LIGNES SUPPLÉMENTAIRES - VOIR PAGE 2)**

	GL Account Compte général	Net Amount Montant net	HST/GST TVH/TPS	QST/ TVQ	Cost center Centre de coût	Fund Fonds	Functional Area Domaine Fonctionnel	Order Ordre	Assignment Affectation	Description	Commitment PO Engagement Bon de commande	Line Item L. d'item
1	1701	-18,789.44			11020	15	4010			credit final invoice [redacted]	300260140	
2												
3												

Sub-Total - \$ 18,789.44 \$ 0.00 \$ 0.00

Sub-Total Tax Amount \$ 0.00

TOTAL - \$ 18,789.44

The following boxes must be checked by the verifier - Les cases suivantes doivent être cochées par le vérificateur

☐ Services Rendered/Goods Supplied  
Services rendus/marchandises livrées☐ Contract Terms Met  
Rencontre les Termes du contrat☐ Supporting documentation  
Documentation à l'appui

Account Verified - Name / Compte Vérifié - Nom	Signature	Date Y - A M D - J
Prepared by - Name / Préparé par - Nom Anne Grenier	Date Y - A M D - J 2016 06 21	G / R :
<b>CERTIFIED PURSUANT TO SECTION 34 OF THE FINANCIAL ADMINISTRATION ACT - CERTIFIÉ EN VERTU DE L'ARTICLE 34 DE LA LOI SUR LES FINANCES PUBLIQUES</b>		
Name - Nom Hon. Jody Wilson-Raybould	Signature	Date Y - A M D - J

# Brookfield

Brookfield Global Relocation Services/  
Services globaux de relogement Brookfield  
39 Wynford Drive  
Don Mills, Ontario M3C 3K5  
Tel: 416.386.6065  
Fax: 416.510.5651

Remit payment to / Remettre votre paiement à  
P.O. Box 3840  
c/o CIBC Main Branch  
199 Bay St.  
Toronto, Ontario M5L 1K1

s.19(1)

**Billing Contact:****M/E**

Julie Papillon  
Department of Justice Canada  
284 Wellington Street  
Room 1115  
Ottawa, ON  
K1A 0H8,

**DJC 201500017****Invoice Type:** FINAL INVOICE**Invoice #:** 1743143**Invoice Date:** 06/06/2016**Client #:** GOC DJC 00**Authorized Date:** 01/15/2016**Age of File:** 157**Page :** 1 of 2

Date	Description	Amount	GST/HST	QST	PST	Total
<b>Expenses Incurred</b>						
03/15/2016	Administration Fee	468.60	60.92	0.00	0.00	529.52
	Service Order Date :					
05/27/2016	Administration Fee	951.40	123.68	0.00	0.00	1,075.08
	Service Order Date :					
<b>Total</b>	<b>Administration Fees</b>	<b>1,420.00</b>	<b>184.60</b>	<b>0.00</b>	<b>0.00</b>	<b>1,604.60</b>
05/27/2016	Weekend travel - mileage	517.24	67.25	0.00	0.00	584.49
	Service Order Date :					
05/27/2016	Weekend travel - mileage	525.24	68.29	0.00	0.00	593.53
	Service Order Date :					
05/27/2016	Weekend travel - mileage	542.24	70.50	0.00	0.00	612.74
	Service Order Date :					
05/27/2016	Unaccomp travel - Commer.Trans	289.12	37.59	0.00	0.00	326.71
	Service Order Date :					
05/27/2016	Special IAM&MA - Meals	1,180.13	153.31	0.00	0.00	1,333.44
	26/11/2015 to 09/01/2016					
	Service Order Date :					
05/27/2016	Special IAM&MA -Misc.Allowance	49.56	6.42	0.00	0.00	55.98
	26/11/2015 to 09/01/2016					
	Service Order Date :					
05/27/2016	Unaccompanied travel - meals	68.81	8.94	0.00	0.00	77.75
	26/11/2015 to 09/01/2016					
	Service Order Date :					
05/27/2016	Unaccompanied travel-incidental	8.26	1.07	0.00	0.00	9.33
	26/11/2015 to 09/01/2016					
	Service Order Date :					
05/27/2016	Special IAM&MA - Lodgings	2,970.00	0	0.00	0.00	2,970.00
	Service Order Date :					
05/27/2016	Special IAM&MA - Lodgings	891.00	0	0.00	0.00	891.00
	Service Order Date :					
<b>Total</b>	<b>Core Expenses</b>	<b>7,041.60</b>	<b>413.37</b>	<b>0.00</b>	<b>0.00</b>	<b>7,454.97</b>
04/30/2016	Simple Interest	(4.32)	0	0.00	0.00	(4.32)
	Interest for 2016-04					

Contract No. 24062-070410/001/ZL

Client Reference No. 24062-070410

Financial Codes. 0560-210501-4870

Please forward your payment with reference to invoice # ID1743143 and customer GOC DJC 00 Attention: IRP Accounting

For inquiries, please contact: Phone #

\*\*G.S.T. Registration No./# d'inscription TPS 807202205RT

\*\*Q.S.T. Registration No./# d'inscription TVQ 1217928539

000052

# Brookfield

Brookfield Global Relocation Services/  
Services globaux de relogement Brookfield  
39 Wynford Drive  
Don Mills, Ontario M3C 3K5  
Tel: 416.386.6065  
Fax: 416.510.5651

Remit payment to / Remettre votre paiement à  
P.O. Box 3840  
c/o CIBC Main Branch  
199 Bay St.  
Toronto, Ontario M5L 1K1

s.19(1)

06/13/2016	Service Order Date : Simple Interest	(3.61)	0	0.00	0.00	(3.61)
	Interest for 2016-06 Service Order Date :					
<b>Total</b>	<b>Interest</b>	<b>(7.93)</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>(7.93)</b>
<b>Total</b>	<b>Expenses Incurred</b>	<b>8,453.67</b>	<b>597.97</b>	<b>0.00</b>	<b>0.00</b>	<b>9,051.64</b>
<b>Prebill Invoice Credits</b>						
06/13/2016	Initial Relocation Advance	(6,500.00)	0	0.00	0.00	(6,500.00)
	Credit for amounts Prebilled Service Order Date :					
06/13/2016	Customized Component	(7,082.40)	0	0.00	0.00	(7,082.40)
	Credit for amounts Prebilled Service Order Date :					
06/13/2016	Customized Component	(6,813.16)	0	0.00	0.00	(6,813.16)
	Credit for amounts Prebilled Service Order Date :					
06/13/2016	Customized Component	(13,416.00)	0	0.00	0.00	(13,416.00)
	Credit for amounts Prebilled Service Order Date :					
06/13/2016	Customized Component	6,500.00	0	0.00	0.00	6,500.00
	Credit for amounts Prebilled Service Order Date :					
06/13/2016	Administration Fee - 1/3rd	(529.52)	0	0.00	0.00	(529.52)
	Credit for amounts Prebilled Service Order Date :					
<b>Total</b>		<b>(27,841.08)</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>(27,841.08)</b>
<b>Total</b>	<b>Prebill Invoice Credits</b>	<b>(27,841.08)</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>(27,841.08)</b>

**Amount Due****(18,789.44)**

Contract No. 24062-070410/001/ZL

Client Reference No. 24062-070410

Financial Codes. 0560-210501-4870

Please forward your payment with reference to invoice # ID1743143 and customer GOC DJC 00 Attention: IRP Accounting

For inquiries, please contact: Phone #

\*\*G.S.T. Registration No./# d'inscription TPS 807202205RT

\*\*Q.S.T. Registration No./# d'inscription TVQ 1217928539

000053

**Brookfield**Brookfield Global Relocation Services  
39 Wynford Dr  
Don Mills, Ontario, M3C 3K5  
CanadaTel: (416) 386-6065  
Fax: (416) 510-5651  
www.brookfieldgrs.com

s.19(1)

**FINAL ACCOUNT SUMMARY****Billing Contact:**Julie Papillon  
Department of Justice Canada  
284 Wellington Street  
Room 1115  
Ottawa, ON  
K1A 0H8.**Transferee:**

DJC 201500017

**Client #:**

GOC DJC 00

**Statement Issue Date:**

20/06/2016

**Transfer Start Date:**

15/01/2016

**Close Date:**

May 27 2016

**Page:**

1 of 1

Date	Description	Amount	GST/HST	QST	PST	Total
15/03/2016	Administration Fee	468.60	60.92	0.00	0.00	529.52
27/05/2016	Administration Fee	951.40	123.68	0.00	0.00	1,075.08
<b>Total - Administration Fees</b>		<b>1,420.00</b>	<b>184.60</b>	<b>0.00</b>	<b>0.00</b>	<b>1,604.60</b>
27/05/2016	Weekend travel - mileage	517.24	67.25	0.00	0.00	584.49
27/05/2016	Weekend travel - mileage	525.24	68.29	0.00	0.00	593.53
27/05/2016	Weekend travel - mileage	542.24	70.50	0.00	0.00	612.74
27/05/2016	Unaccomp travel - Commer.Trans	289.12	37.59	0.00	0.00	326.71
27/05/2016	Unaccompanied travel - meals	68.81	8.94	0.00	0.00	77.75
27/05/2016	Unaccompanied travel-incidental	8.26	1.07	0.00	0.00	9.33
27/05/2016	Special IAM&MA - Lodgings	2,970.00	0.00	0.00	0.00	2,970.00
27/05/2016	Special IAM&MA - Lodgings	891.00	0.00	0.00	0.00	891.00
27/05/2016	Special IAM&MA - Meals	1,180.13	153.31	0.00	0.00	1,333.44
27/05/2016	Special IAM&MA -Misc.Allowance	49.56	6.42	0.00	0.00	55.98
<b>Total - Core Expenses</b>		<b>7,041.60</b>	<b>413.37</b>	<b>0.00</b>	<b>0.00</b>	<b>7,454.97</b>
30/04/2016	Interest for 2016-04	-4.32	0.00	0.00	0.00	-4.32
13/06/2016	Interest for 2016-06	-3.61	0.00	0.00	0.00	-3.61
<b>Total - Interest</b>		<b>-7.93</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-7.93</b>

**Total Expenses Incurred****9,051.64****AR HISTORY**

Invoice Number	Invoice Date	Invoice Type	Invoice Amount	Invoice Balance
1703265	01/02/2016	Prebill 1	6,500.00	0.00
1714709	21/03/2016	Prebill 2	21,341.08	21,341.08
1743143	06/06/2016	Final	-18,789.44	-18,789.44

\*\*Brookfield GRS charges interest when the total expenses incurred exceeds the total payments received from the Department.

\*\*Brookfield GRS pays interest when the total deposits received from the Department exceeds the total expenses incurred.

For inquiries, please contact Phone #

000054

# Brookfield

Brookfield Global Relocation Services/  
Services globaux de relogement Brookfield  
39 Wynford Drive  
Don Mills, Ontario M3C 3K5  
Tel: 416.386.6065  
Fax: 416.510.5651

Remit payment to / Remettre votre paiement à  
P.O. Box 3840  
c/o CIBC Main Branch  
199 Bay St.  
Toronto, Ontario M5L 1K1

s.19(1)

**Billing Contact:****M/E**

Julie Papillon  
Department of Justice Canada  
284 Wellington Street  
Room 1115  
Ottawa, ON  
K1A 0H8,

DJC 201500017

**Invoice Type:** FINAL INVOICE**Invoice #:** 1743143**Invoice Date:** 06/06/2016**Client #:** GOC DJC 00**Authorized Date:** 01/15/2016**Age of File:** 157**Page :** 1 of 2

Date	Description	Amount	GST/HST	QST	PST	Total
<b>Expenses Incurred</b>						
03/15/2016	Administration Fee	468.60	60.92	0.00	0.00	529.52
	Service Order Date :					
05/27/2016	Administration Fee	951.40	123.68	0.00	0.00	1,075.08
	Service Order Date :					
<b>Total</b>	<b>Administration Fees</b>	<b>1,420.00</b>	<b>184.60</b>	<b>0.00</b>	<b>0.00</b>	<b>1,604.60</b>
05/27/2016	Weekend travel - mileage	517.24	67.25	0.00	0.00	584.49
	Service Order Date :					
05/27/2016	Weekend travel - mileage	525.24	68.29	0.00	0.00	593.53
	Service Order Date :					
05/27/2016	Weekend travel - mileage	542.24	70.50	0.00	0.00	612.74
	Service Order Date :					
05/27/2016	Unaccomp travel - Commer.Trans	289.12	37.59	0.00	0.00	326.71
	Service Order Date :					
05/27/2016	Special IAM&MA - Meals	1,180.13	153.31	0.00	0.00	1,333.44
	26/11/2015 to 09/01/2016					
	Service Order Date :					
05/27/2016	Special IAM&MA -Misc.Allowance	49.56	6.42	0.00	0.00	55.98
	26/11/2015 to 09/01/2016					
	Service Order Date :					
05/27/2016	Unaccompanied travel - meals	68.81	8.94	0.00	0.00	77.75
	26/11/2015 to 09/01/2016					
	Service Order Date :					
05/27/2016	Unaccompanied travel-incidental	8.26	1.07	0.00	0.00	9.33
	26/11/2015 to 09/01/2016					
	Service Order Date :					
05/27/2016	Special IAM&MA - Lodgings	2,970.00	0	0.00	0.00	2,970.00
	Service Order Date :					
05/27/2016	Special IAM&MA - Lodgings	891.00	0	0.00	0.00	891.00
	Service Order Date :					
<b>Total</b>	<b>Core Expenses</b>	<b>7,041.60</b>	<b>413.37</b>	<b>0.00</b>	<b>0.00</b>	<b>7,454.97</b>
04/30/2016	Simple Interest	(4.32)	0	0.00	0.00	(4.32)
	Interest for 2016-04					

Contract No. 24062-070410/001/ZL

Client Reference No. 24062-070410

Financial Codes. 0560-210501-4870

Please forward your payment with reference to invoice # ID1743143 and customer GOC DJC 00 Attention: IRP Accounting

For Inquiries, please contact: Phone #

\*\*G.S.T. Registration No./# d'inscription TPS 807202205RT

\*\*Q.S.T. Registration No./# d'inscription TVQ 1217928539

000055

# Brookfield

Brookfield Global Relocation Services/  
Services globaux de relogement Brookfield  
39 Wynford Drive  
Don Mills, Ontario M3C 3K5  
Tel: 416.386.6065  
Fax: 416.510.5651

Remit payment to / Remettre votre paiement à  
P.O. Box 3840  
c/o CIBC Main Branch  
199 Bay St.  
Toronto, Ontario M5L 1K1

s.19(1)

06/13/2016	Service Order Date : Simple Interest	(3.61)	0	0.00	0.00	(3.61)
	Interest for 2016-06 Service Order Date :					
<b>Total</b>	<b>Interest</b>	<b>(7.93)</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>(7.93)</b>
<b>Total</b>	<b>Expenses Incurred</b>	<b>8,453.67</b>	<b>597.97</b>	<b>0.00</b>	<b>0.00</b>	<b>9,051.64</b>
<b>Prebill Invoice Credits</b>						
06/13/2016	Initial Relocation Advance	(6,500.00)	0	0.00	0.00	(6,500.00)
	Credit for amounts Prebilled Service Order Date :					
06/13/2016	Customized Component	(7,082.40)	0	0.00	0.00	(7,082.40)
	Credit for amounts Prebilled Service Order Date :					
06/13/2016	Customized Component	(6,813.16)	0	0.00	0.00	(6,813.16)
	Credit for amounts Prebilled Service Order Date :					
06/13/2016	Customized Component	(13,416.00)	0	0.00	0.00	(13,416.00)
	Credit for amounts Prebilled Service Order Date :					
06/13/2016	Customized Component	6,500.00	0	0.00	0.00	6,500.00
	Credit for amounts Prebilled Service Order Date :					
06/13/2016	Administration Fee - 1/3rd	(529.52)	0	0.00	0.00	(529.52)
	Credit for amounts Prebilled Service Order Date :					
<b>Total</b>		<b>(27,841.08)</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>(27,841.08)</b>
<b>Total</b>	<b>Prebill Invoice Credits</b>	<b>(27,841.08)</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>(27,841.08)</b>

Amount Due

**(18,789.44)**

Contract No. 24062-070410/001/ZL

Client Reference No. 24062-070410

Financial Codes. 0560-210501-4870

Please forward your payment with reference to invoice # ID1743143 and customer GOC DJC 00 Attention: IRP Accounting

For inquiries, please contact: Phone #

\*\*G.S.T. Registration No./# d'inscription TPS 807202205RT

\*\*Q.S.T. Registration No./# d'inscription TVQ 1217928539

000056



s.19(1)

## CHÈQUE À DÉPOSER / CHEQUE TO BE DEPOSITED

Nom de l'envoyeur /  
Name of the Remitter:

Brookfield Global Relocation Serv (Vendor: 133644)

Montant du chèque /  
Amount of the chèque

18,789.44

Codes financiers /  
Financial coding

Centre de Coût Cost Centre	Fund Fond	Func Area Dom Fonc	Ordre Order	G/L	Engagement/Com mitment Bon de	Montant/ Amount
11020	15	4010		1701		18,789.44

# de document relié au dépôt /  
Related document #

Raison du dépôt /  
Reason for deposit

Credit Refund for (PRI: )

Nom du Charger de compte /  
Name of Accounting advisor

Julie Papillon

2016-08-16

000057

# Brookfield

Brookfield Global Relocation Services /  
Service globaux de relogement Brookfield  
39 Chemin Wynford Dr  
Don Mills, Ontario, M3C 3K5  
Canada

Tel / Tél: 416.510.5800  
Fax / Téléc: 416.510.5651  
www.brookfieldgrs.com

s.19(1)

## FINAL ACCOUNT SUMMARY

<b>Billing Contact:</b>	<b>Transferee:</b>	<b>Client #:</b>	<b>GOC DJC 00</b>
Julie Papillon	DJC 201500017	<b>Statement Issue Date:</b>	<b>08/08/2016</b>
Department of Justice Canada		<b>Transfer Start Date:</b>	<b>01/15/2016</b>
284 Wellington Street		<b>Close Date:</b>	<b>May 27 2016</b>
Room 1115		<b>Page:</b>	<b>1 of 1</b>
Ottawa, ON			
K1A 0H8.			

Date	Description	Amount	GST/ HST	QST	PST	Total
03/15/2016	Administration Fee	468.60	60.92	0.00	0.00	529.52
05/27/2016	Administration Fee	951.40	123.68	0.00	0.00	1,075.08
<b>Total - Administration Fees</b>		<b>1,420.00</b>	<b>184.60</b>	<b>0.00</b>	<b>0.00</b>	<b>1,604.60</b>
05/27/2016	Weekend travel - mileage	542.24	70.50	0.00	0.00	612.74
05/27/2016	Weekend travel - mileage	517.24	67.25	0.00	0.00	584.49
05/27/2016	Weekend travel - mileage	525.24	68.29	0.00	0.00	593.53
05/27/2016	Unaccomp travel - Commer.Trans	289.12	37.59	0.00	0.00	326.71
05/27/2016	Unaccompanied travel - meals	68.81	8.94	0.00	0.00	77.75
05/27/2016	Unaccompanied travel-incidental	8.26	1.07	0.00	0.00	9.33
05/27/2016	Special IAM&MA - Lodgings	2,970.00	0.00	0.00	0.00	2,970.00
05/27/2016	Special IAM&MA - Lodgings	891.00	0.00	0.00	0.00	891.00
05/27/2016	Special IAM&MA - Meals	1,180.13	153.31	0.00	0.00	1,333.44
05/27/2016	Special IAM&MA - Misc.Allowance	49.56	6.42	0.00	0.00	55.98
<b>Total - Core Expenses</b>		<b>7,041.60</b>	<b>413.37</b>	<b>0.00</b>	<b>0.00</b>	<b>7,454.97</b>
04/30/2016	Interest for 2016-04	-4.32	0.00	0.00	0.00	-4.32
06/13/2016	Interest for 2016-06	-3.61	0.00	0.00	0.00	-3.61
<b>Total - Interest</b>		<b>-7.93</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-7.93</b>

Total Expenses Incurred

9,051.64

12886610

### AR HISTORY

Invoice Number	Invoice Date	Invoice Type	Invoice Amount	Invoice Balance
1703265	02/01/2016	Prebill 1	6,500.00	0.00
1714709	03/21/2016	Prebill 2	21,341.08	0.00
1743143	06/06/2016	Final	-18,789.44	-18,789.44

\*\*RLRS charges interest when the total expenses incurred exceeds the total payments received from the Department.

\*\*RLRS pays interest when the total deposits received from the Department exceeds the total expenses incurred.

For inquiries, please contact:

Phone #

000058



Department of Justice / Ministère de la Justice  
Canada

**PAYMENT  
VOUCHER**

**BORDEREAU DE  
PAIEMENT**

Scanned Documents / Documents numérisés ☐

Final Payment / Paiement Final ☐

Original document kept in legal file /  
Document original conservé dans le dossier ☒

Region - Région: NCR	Organization - Organisation: DM Business Centre	Vendor code - Code fournisseur:  s.19(1)
Payee name - Nom du bénéficiaire: Brookfield		133644
Address - Adresse: <div style="display: flex; justify-content: space-between;"> <div>                     Processed in IFMS                      Doc.# 17190083909                      Date 29 June 2016                 </div> <div>                     Sent to Finance 11 MAI 2016                      Copy sent to J. Papillan                 </div> </div>		
Date goods received or services rendered - Date de réception des produits ou services:		Date invoice received / Date de réception de la facture: Mar. 29, 2016

**CHEQUE STUB INFORMATION - INFORMATION SUR LE TALON DU CHÈQUE**

Invoice number Numéro de la facture	Details Détails	Amount Montant
IG1721266	GOC DJC 00	5,126.79

**ACCOUNTING INFORMATION (FOR ADDITIONAL LINES SEE PAGE 2) - RENSEIGNEMENTS DE LA COMPTABILITÉ (POUR DES LIGNES SUPPLÉMENTAIRES VOIR PAGE 2)**

GL Account Compte général	Net Amount Montant net	HST/GST TVH/TPS	QST/ TVQ	Cost center Centre de coût	Fund Fonds	Functional Area Domaine Fonctionnel	Order Ordre	Assignment Affectation	Description	Commitment PO Engagement Bon de commande	Line Item L. d'item
1	1701	5,112.20	14.59		11020	15	4010		Relocation Advance #1 - [REDACTED]	300257665	02
2											
3											

Sub-Total \$ 5,112.20 \$ 14.59 \$ 0.00

Sub-Total Tax Amount \$ 14.59

TOTAL \$ 5,126.79

The following boxes must be checked by the verifier - Les cases suivantes doivent être cochées par le vérificateur

☐ Services Rendered/Goods Supplied  
Services rendus/marchandises livrées

☐ Contract Terms Met  
Rencontre les Termes du contrat

☐ Supporting documentation  
Documentation à l'appui

Account Verified - Name / Compte Vérifié - Nom	Signature	Date Y - A M D - J
Prepared by - Name / Préparé par - Nom J. Landry	Date Y - A M D - J 2016 04 26	G/R:
<b>CERTIFIED PURSUANT TO SECTION 34 OF THE FINANCIAL ADMINISTRATION ACT / LE 34 DE LA LOI SUR LES FINANCES PUBLIQUES</b>		
Name - Nom	Signature	Date 11 MAI 2016 D - J

# Brookfield

Brookfield Global Relocation Services /  
Service globaux de relogement Brookfield  
39 Wynford Dr  
Don Mills, Ontario, M3C 3K5  
Tel: 416.386.6065  
Fax: 416.510.5651

Remit Payment to / Remettre votre paiement à:  
P.O. Box 3840  
c/o CIBC Main Branch  
199 Bay St  
Toronto, ON, M5L 1K1

s.19(1)

## Billing Contact:

Julie Papillon  
Department of Justice Canada  
284 Wellington Street  
Room 1115  
Ottawa, ON  
K1A 0H8,

M/E

DJC 201500026

Invoice Type: ACCOUNTABLE  
ADVANCE #1  
Invoice Date: 04 /18/2016  
Client #: GOC DJC 00  
Invoice #: # IG1721266  
Authorized Date: 03/18/2016  
Age of File: 31  
Page: 1 of 1

## Prebills

Date	Description	Amount	GST/ HST	QST	PST	Total
04/18/2016	Initial Relocation Advance	5,000.00	0.00	0.00	0.00	5,000.00
04/18/2016	Administration Fee - 1/3rd	112.20	14.59	0.00	0.00	126.79
Total Prebills		5,112.20	14.59	0.00	0.00	5,126.79

Reçu de / Received by  
Heure / Time: \_\_\_\_\_

APR 21 2016

Services de la comptabilité  
Accounting Services

Amount Due **5,126.79**

Contract No: 24062-0704 10/001/ZL

Client Reference No: 24062-070410

Financial Codes: 0560-210501-4870

Please forward your payment with reference to invoice and customer GOC DJC 00 Attention: IRP Accounting

For Inquiries, please contact: \_\_\_\_\_ Phone # \_\_\_\_\_

\*\*G.S.T. Registration No./ # d'inscription TPS 807202205RT

\*\*Q.S.T. Registration No./ # d'inscription TVQ 1217928539

000060



s.19(1)

Department of Justice / Ministère de la Justice  
CanadaInitiation and Commitment Expenditure Request  
Demande d'initiation et d'engagement de dépense☒ ORIGINAL ☐ CLOSE/FERMER ☐ AMEND/MODIFICATION ☐ RE-OPEN/RE-OUVERTUREFISCAL YEAR /  
EXERCICE FINANCIER 2016-2017  
~~2015-2016~~

1	BRANCH, SECTION / DIRECTION GÉNÉRALE, SECTION	VENDOR NO. / N° DE FOURNISSEUR
	Business Centre	133644

2	Name of Card Holder (if applicable) / Nom du titulaire d'une carte d'acquisition (si applicable): Joëlle Landry
---	---

3 ACCOUNTING INFORMATION / INFORMATION COMPTABLE											
Original Financial Commitment description - Description d'engagement de fonds originale											
Trans. Type Type de Trans.	GL ACCOUNT COMPTE GL	COST CENTER CENTRE DE COÛTS	FUND FONDS	FUNCTIONAL AREA DOMAINE FONCTIONNEL	ORDER NO. N° DE COMMANDE	COMMITMENT AMOUNT MONTANT D'ENGAGEMENT	TAX AMOUNT MONTANT DE LA TAXE	TOTAL AMOUNT MONTANT TOTAL	COMMITMENT NO. N° D' ENGAGEMENT	LINE NO.	DESCRIPTION (text)
EI	1701	11020	15	4010		\$ 5,000.00		\$ 5,000.00	300257665		Relocation -
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
Amended Financial Commitment Description - Description de l'Amendement à l'Engagement de Fonds											
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			

5	Prepared by / Préparé par	
	Name (Print) / Nom (lettre moulée): Joëlle Landry	Signature : Date : 2016-03-07

6	Certified pursuant to Section 32(1) of the Financial Administration Act and authorized under the Expenditure Initiation: I authorize the use of the acquisition card for this purchase.	Certified pursuant to Section 32(1) of the Financial Administration Act and authorized under the Expenditure
	Name of manager / Nom du gestionnaire	Signature : Date : 07 MARS 2016

Department of Justice / Ministère de la Justice  
CanadaPAYMENT  
VOUCHERBORDEREAU DE  
PAIEMENTScanned Documents / Documents numérisés ☐Final Payment / Paiement Final ☐Original document kept in legal file /  
Document original conservé dans le dossier ☒

Region - Région: NCR	Organization - Organisation: DM Business Centre	Vendor code - Code fournisseur:  s.19(1)
Payee name - Nom du bénéficiaire: Brookfield		133644
Address - Adresse: Processed in IFMS Doc. # 1719001357 Date 16 May 2016 Sent to Finance 11 MAI 2016 Copy sent to J. Papillon		
Date goods received or services rendered - Date de réception des produits ou services:		
Date invoice received / Date de réception de la facture: Apr. 21, 2016		

## CHEQUE STUB INFORMATION - INFORMATION SUR LE TALON DU CHÈQUE

Invoice number Numéro de la facture	Details Détails	Amount Montant
IG1721265	GOC DJC 00	5,126.79

## ACCOUNTING INFORMATION (FOR ADDITIONAL LINES SEE PAGE 2) - RENSEIGNEMENTS DE LA COMPTABILITÉ (POUR DES LIGNES SUPPLÉMENTAIRES - VOIR PAGE 2)

GL Account Compte général	Net Amount Montant net	HST/GST TVH/TPS	QST/ TVQ	Cost center Centre de coût	Fund Fonds	Functional Area Domaine Fonctionnel	Order Ordre	Assignment Affectation	Description	Commitment PO Engagement Bon de commande	Line Item L. d'item
1 1701	5,112.20	14.59		11020	15	4010			Relocation Advance #1 - [REDACTED]	300259616	01
2											
3											

Sub-Total \$ 5,112.20 \$ 14.59 \$ 0.00

Sub-Total Tax Amount \$ 14.59

TOTAL \$ 5,126.79

The following boxes must be checked by the verifier - Les cases suivantes doivent être cochées par le vérificateur

☐ Services Rendered/Goods Supplied  
Services rendus/marchandises livrées☐ Contract Terms Met  
Rencontre les Termes du contrat☐ Supporting documentation  
Documentation à l'appui

Account Verified - Name / Compte Vérifié - Nom	Signature	Date Y - A M D - J
Prepared by - Name / Préparé par - Nom J. Landry	Date Y - A M D - J 2016 04 26	G / R :
CERTIFIED PURSUANT TO SECTION 34 OF THE FINANCIAL ADMINISTRATION ACT - C		
Name - Nom	Signature	Date Y - A M D - J 11 MAI 2016

# Brookfield

Brookfield Global Relocation Services /  
Service globaux de relogement Brookfield  
39 Wynford Dr  
Don Mills, Ontario, M3C 3K5  
Tel: 416.386.6065  
Fax: 416.510.5651

Released under the Access to Information Act /  
Divulgué(s) en vertu de la Loi sur l'accès à l'information.

Remit Payment to / Remettre votre paiement à:  
P.O. Box 3840  
c/o CIBC Main Branch  
199 Bay St  
Toronto, ON, M5L 1K1

s.19(1)

## Billing Contact:

Julie Papillon  
Department of Justice Canada  
284 Wellington Street  
Room 1115  
Ottawa, ON  
K1A 0H8,

M/E

DJC 201500025

Invoice Type: ACCOUNTABLE  
ADVANCE #1  
Invoice Date: 04 /18/2016  
Client #: GOC DJC 00  
Invoice #: # IG1721265  
Authorized Date: 03/16/2016  
Age of File: 33  
Page: 1 of 1

## Prebills

Date	Description	Amount	GST/ HST	QST	PST	Total
04/16/2016	Initial Relocation Advance	5,000.00	0.00	0.00	0.00	5,000.00
04/16/2016	Administration Fee - 1/3rd	112.20	14.59	0.00	0.00	126.79
Total Prebills		5,112.20	14.59	0.00	0.00	5,126.79

Reçu de / Received by  
Heure / Time: \_\_\_\_\_

APR 21 2016

Services de la comptabilité  
Accounting Services

Amount Due **5,126.79**

Contract No: 24062-070410/001/ZL

Client Reference No: 24062-070410

Financial Codes: 0560-210501-4870

Please forward your payment with reference to invoice and customer GOC DJC 00 Attention: IRP Accounting

For inquiries, please contact: \_\_\_\_\_ Phone # \_\_\_\_\_

\*\*G.S.T. Registration No./ # d'inscription TPS 807202205RT

\*\*Q.S.T. Registration No./ # d'inscription TVQ 1217928539

000064





Department of Justice    Ministère de la Justice  
Canada                                  Canada

**Initiation and Commitment Expenditure Request**  
**Demande d'initiation et d'engagement de dépense**

**s.19(1)**


☐ ORIGINAL   ☐ CLOSE/FERMER   ☒ AMEND/MODIFICATION   ☐ RE-OPEN/RE-OUVERTURE

FISCAL YEAR / EXERCICE FINANCIER	2016-2017
-------------------------------------	-----------

1	BRANCH, SECTION / DIRECTION GÉNÉRALE, SECTION	VENDOR NO. / N° DE FOURNISSEUR
	Business Centre	133644

2	Name of Card Holder (if applicable) / Nom du titulaire d'une carte d'acquisition (si applicable):	Joëlle Landry
---	---	---------------

[illegible]

5	Prepared by / Préparé par	
	Name (Print) / Nom (lettre moulée) :	Signature
	Joëlle Landry	
		Date : 2016-04-08

6 Certified pursuant to Section 32(1) of the Financial Administration Act and authorized under the Expenditure Initiation. I authorize the use of the acquisition card for this purchase.		Certified pursuant to Section 32(1) of the Financial Administration Act and authorized under the Expenditure Initiation. I authorize the use of the acquisition card for this purchase.	
Name of manager / Nom du gestionnaire [Redacted]		Signature [Redacted]	
		Date 8 AVR. 2016	

**s.19(1)**


FISCAL YEAR /  
EXERCICE FINANCIER

2016-2017  
2015-2016

1	BRANCH, SECTION / DIRECTION GÉNÉRALE, SECTION	VENDOR NO. / N° DE FOURNISSEUR
	Business Centre	133644

2	Name of Card Holder (if applicable) / Nom du titulaire d'une carte d'acquisition (si applicable):	Joëlle Landry
---	---	---------------

[illegible]

5	Prepared by / Prépare par		
	Name (Print) / Nom (lettre moulée) :	Signature :	Date :
	Joëlle Landry		2016-03-08

6	Certified pursuant to Section 32(1) of the Financial Administration Act and authorized under the Expenditure Initiation. I authorize the use of the acquisition card for this purchase.	Certified pursuant to Section 32(1) of the Financial Administration Act and authorized under the Expenditure Initiation. I authorize the use of the acquisition card for this purchase.
Name of manager / Nom du gestionnaire	Signature	Date : - 8 MARS 2016

# Brookfield

Brookfield Global Relocation Services /  
Service globaux de relogement Brookfield  
39 Wynford Dr  
Don Mills, Ontario, M3C 3K5  
Tel: 416.386.6065  
Fax: 416.510.5651

Released under the Access to Information Act /  
Divulgué(s) en vertu de la Loi sur l'accès à l'information.

Remit Payment to / Remettre votre paiement à:  
P.O. Box 3840  
c/o CIBC Main Branch  
199 Bay St  
Toronto, ON, M5L 1K1

s.19(1)

## Billing Contact:

Julie Papillon  
Department of Justice Canada  
284 Wellington Street  
Room 1115  
Ottawa, ON  
K1A 0H8,

M/E

DJC 201500025

Invoice Type: FINAL INVOICE

Invoice Date: 09 /26/2016

Client #: GOC DJC 00

Invoice #: # IG1799621

Authorized Date: 03/16/2016

Age of File: 187

Page: 1 of 2

## Expenses Incurred

Date	Description	Amount	GST/ HST	QST	PST	Total
04/16/2016	Administration Fee	112.20	14.59	0.00	0.00	126.79
09/19/2016	Administration Fee	227.80	29.61	0.00	0.00	257.41
<b>Total Administration Fees</b>		<b>340.00</b>	<b>44.20</b>	<b>0.00</b>	<b>0.00</b>	<b>384.20</b>
08/16/2016	HHT - Lodging Private	88.50	11.50	0.00	0.00	100.00
08/16/2016	HHT - Meals	137.61	17.89	0.00	0.00	155.50
08/16/2016	HHT - Incidentals	45.93	5.97	0.00	0.00	51.90
08/16/2016	Interim living - Incidentals <i>Could be all</i>	76.55	9.95	0.00	0.00	86.50
08/16/2016	HHT - Commercial Transport.	182.12	23.68	0.00	0.00	205.80
08/16/2016	HHT - Commercial Transport.	576.12	74.90	0.00	0.00	651.02
08/16/2016	TNL - Incidentals	16.48	0.82	0.00	0.00	17.30
08/16/2016	ILM - Lodging Private <i>could be all</i>	221.24	28.76	0.00	0.00	250.00
08/16/2016	Interim living - Meals " " "	344.03	44.72	0.00	0.00	388.75
08/16/2016	Non-accountable Incidentals <i>3,4,2,1</i>	575.22	74.78	0.00	0.00	650.00
08/16/2016	TNL - Commercial Transport	571.52	28.58	0.00	0.00	600.10
08/16/2016	TNL - Meals	74.05	3.70	0.00	0.00	77.75
<b>Total Customized / Personalized Expenses</b>		<b>2,909.37</b>	<b>325.25</b>	<b>0.00</b>	<b>0.00</b>	<b>3,234.62</b>
05/31/2016	Interest for 2016-05	-1.71	0.00	0.00	0.00	-1.71
	<i>Interest for 2016-05</i>					
06/30/2016	Interest for 2016-06	-3.53	0.00	0.00	0.00	-3.53
	<i>Interest for 2016-06</i>					
07/31/2016	Interest for 2016-07	-3.78	0.00	0.00	0.00	-3.78
	<i>Interest for 2016-07</i>					
08/31/2016	Interest for 2016-08	-2.45	0.00	0.00	0.00	-2.45
	<i>Interest for 2016-08</i>					
10/03/2016	Interest for 2016-10	-1.48	0.00	0.00	0.00	-1.48
	<i>Interest for 2016-10</i>					

Contract No: 24062-0704 10/00 1/ZL

Client Reference No: 24062-070410

Financial Codes: 0560-210501-4870

Please forward your payment with reference to invoice and customer GOC DJC 00 Attention: IRP Accounting

For inquiries, please contact: Phone #

\*\*G.S.T. Registration No./ # d'inscription TPS 807202205RT

\*\*Q.S.T. Registration No./ # d'inscription TVQ 1217928539

000067

# Brookfield

Brookfield Global Relocation Services /  
Service globaux de relogement Brookfield  
39 Wynford Dr  
Don Mills, Ontario, M3C 3K5  
Tel: 416.386.6065  
Fax: 416.510.5651

Released under the Access to Information Act /  
Divulgué(s) en vertu de la Loi sur l'accès à l'information.

Remit Payment to / Remettre votre paiement à:  
P.O. Box 3840  
c/o CIBC Main Branch  
199 Bay St  
Toronto, ON, M5L 1K1

s.19(1)

## Billing Contact:

Julie Papillon  
Department of Justice Canada  
284 Wellington Street  
Room 1115  
Ottawa, ON  
K1A 0H8,

M/E

DJC 201500025

Invoice Type: FINAL INVOICE

Invoice Date: 09 /26/2016

Client #: GOC DJC 00

Invoice #: # IG1799621

Authorized Date: 03/16/2016

Age of File: 187

Page: 2 of 2

## Expenses Incurred

Date	Description	Amount	GST/ HST	QST	PST	Total
Total Interest		-12.95	0.00	0.00	0.00	-12.95
Total Expenses Incurred		3,236.42	369.45	0.00	0.00	3,605.87

## Prebill Invoice Credits

Date	Description	Amount	GST/ HST	QST	PST	Total
10/03/2016	Initial Relocation Advance	-5,000.00	0.00	0.00	0.00	-5,000.00
	<i>Credit for amounts Prebilled</i>					
10/03/2016	Administration Fee - 1/3rd	-126.79	0.00	0.00	0.00	-126.79
	<i>Credit for amounts Prebilled</i>					
Total		-5,126.79	0.00	0.00	0.00	-5,126.79
Total Prebill Invoice Credits		-5,126.79	0.00	0.00	0.00	-5,126.79

Amount Due **-1,520.92**

Contract No: 24062-0704 10/001/ZL

Client Reference No: 24062-070410

Financial Codes: 0560-210501-4870

Please forward your payment with reference to invoice and customer GOC DJC 00 Attention: IRP Accounting

For Inquiries, please contact: Phone #

\*\*G.S.T. Registration No./ # d'inscription TPS 807202205RT

\*\*Q.S.T. Registration No./ # d'inscription TVQ 1217928539

000068

**Brookfield**Brookfield Global Relocation Services /  
Service globaux de relogement Brookfield  
39 Chemin Wynford Dr  
Don Mills, Ontario, M3C 3K5  
CanadaTel / Tél: 416.510.5800  
Fax / Téléc: 416.510.5651  
www.brookfieldgrs.com

s.19(1)

**FINAL ACCOUNT SUMMARY**

<b>Billing Contact:</b>	<b>Transferee:</b>	<b>Client #:</b>	<b>GOC DJC 00</b>
Julie Papillon	DJC 201500025	<b>Statement Issue Date:</b>	<b>09/26/2016</b>
Department of Justice Canada		<b>Transfer Start Date:</b>	<b>03/16/2016</b>
284 Wellington Street		<b>Close Date:</b>	<b>Sep 19 2016</b>
Room 1115		<b>Page:</b>	<b>1 of 1</b>
Ottawa, ON			
K1A 0H8.			

Date	Description	Amount	GST/ HST	QST	PST	Total
04/16/2016	Administration Fee	112.20	14.59	0.00	0.00	126.79
09/19/2016	Administration Fee	227.80	29.61	0.00	0.00	257.41
<b>Total - Administration Fees</b>		<b>340.00</b>	<b>44.20</b>	<b>0.00</b>	<b>0.00</b>	<b>384.20</b>
08/16/2016	Non-accountable Incidentals	575.22	74.78	0.00	0.00	650.00
08/16/2016	TNL - Commercial Transport	571.52	28.58	0.00	0.00	600.10
08/16/2016	TNL - Meals	74.05	3.70	0.00	0.00	77.75
08/16/2016	TNL - Incidentals	16.48	0.82	0.00	0.00	17.30
08/16/2016	ILM - Lodging Private	221.24	28.76	0.00	0.00	250.00
08/16/2016	Interim living - Meals	344.03	44.72	0.00	0.00	388.75
08/16/2016	Interim living - Incidentals	76.55	9.95	0.00	0.00	86.50
08/16/2016	HHT - Commercial Transport.	576.12	74.90	0.00	0.00	651.02
08/16/2016	HHT - Commercial Transport.	182.12	23.68	0.00	0.00	205.80
08/16/2016	HHT - Lodging Private	88.50	11.50	0.00	0.00	100.00
08/16/2016	HHT - Meals	137.61	17.89	0.00	0.00	155.50
08/16/2016	HHT - Incidentals	45.93	5.97	0.00	0.00	51.90
<b>Total - Enhanced Core / Customized Expenses</b>		<b>2,909.37</b>	<b>325.25</b>	<b>0.00</b>	<b>0.00</b>	<b>3,234.62</b>
05/31/2016	Interest for 2016-05	-1.71	0.00	0.00	0.00	-1.71
06/30/2016	Interest for 2016-06	-3.53	0.00	0.00	0.00	-3.53
07/31/2016	Interest for 2016-07	-3.78	0.00	0.00	0.00	-3.78
08/31/2016	Interest for 2016-08	-2.45	0.00	0.00	0.00	-2.45
10/03/2016	Interest for 2016-10	-1.48	0.00	0.00	0.00	-1.48
<b>Total - Interest</b>		<b>-12.95</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-12.95</b>
<b>Total Expenses Incurred</b>						<b>3,605.87</b>

**AR HISTORY**

Invoice Number	Invoice Date	Invoice Type	Invoice Amount	Invoice Balance
1721265	04/18/2016	Prebill 1	5,126.79	0.00
1799621	09/26/2016	Final	-1,520.92	-1,520.92

# Brookfield

Brookfield Global Relocation Services /  
Service globaux de relogement Brookfield  
39 Chemin Wynford Dr  
Don Mills, Ontario, M3C 3K5  
Canada

Tel / Tél: 416.510.5800  
Fax / Téléc: 416.510.5651  
www.brookfieldgrs.com

s.19(1)

## FINAL ACCOUNT SUMMARY

**Billing Contact:**

Julie Papillon  
Department of Justice Canada  
284 Wellington Street  
Room 1115  
  
Ottawa, ON  
K1A 0H8.

**Transferee:**

DJC 201500025

**Client #:** GOC DJC 00  
**Statement Issue Date:** 09/26/2016  
**Transfer Start Date:** 03/16/2016  
**Close Date:** Sep 19 2016  
**Page:** 1 of 1

Date	Description	Amount	GST/ HST	QST	PST	Total
------	-------------	--------	-------------	-----	-----	-------

\*\*RLRS charges interest when the total expenses incurred exceeds the total payments received from the Department.

\*\*RLRS pays interest when the total deposits received from the Department exceeds the total expenses incurred.

For inquiries, please contact:

Phone #

000070

s.19(1)

## CHÈQUE À DÉPOSER / CHEQUE TO BE DEPOSITED

Nom de l'envoyeur /  
Name of the Remitter:

Brookfield Global Relocation Serv (Vendor 133644)

Montant du chèque /  
Amount of the chèque

1,520.92

Codes financiers /  
Financial coding

Centre de Coût Cost Centre	Fund Fond	Func Area Dom Fonc	Ordre Order	G/L	Engagement/Com mitment Bon de	Montant/ Amount
11020	15	4010		1701		1,520.92

# de document relié au dépôt /  
Related document #

Raison du dépôt /  
Reason for deposit

Credit Refund for (PRI)

Nom du Charger de compte /  
Name of Accounting advisor

Julie Papillon

2016-10-07

s.19(1)  
s.20(1)(b)

**Brookfield**

**IG**

**432654**

CODE	ADDRESS OF PROPERTY / TRANSFEREE	DESCRIPTION	REFERENCE	AMOUNT
DJC 201500025	[REDACTED]	[REDACTED]	1799621	1,520.92

REMITTANCE ADVICE - DETACH BEFORE DEPOSITING BROOKFIELD GLOBAL RELOCATION SERVICES 39 WYNFORD DR., DON MILLS, ON M3C 3K5 TEL: 1-877-477-7356 FAX: 416-510-5651

Brookfield Global Relocation Services  
Services globaux de logement Brookfield  
39 Chemin Wynford Dr.  
Don Mills, Ontario M3C 3K5  
Canada

CIBC  
MAIN BRANCH - COMMERCE COURT  
TORONTO, ON M5L 1G9

CHEQUE NO.

**IG**

09282016

DATE M M D D Y Y Y Y

PAY One Thousand Five Hundred Twenty and  
92/100----- Dollars

\$ \*\*\*\*\*1520.92

TO THE  
ORDER  
OF Receiver General for Canada  
284 Wellington Street  
Ottawa, ON K1A 0H8

PER

PER

THIS DOCUMENT CONTAINS SECURITY FEATURES



s.19(1)

Department of Justice / Ministère de la Justice  
CanadaPAYMENT  
VOUCHERBORDEREAU DE  
PAIEMENTScanned Documents / Documents numérisés ☐Final Payment / Paiement Final ☐Original document kept in legal file /  
Document original conservé dans le dossier ☒

Region - Région: NCR	Organization - Organisation: DM Business Centre	Vendor code - Code fournisseur:  <b>133644</b>
Payee name - Nom du bénéficiaire: Brookfield		
Address - Adresse:		
Date goods received or services rendered - Date de réception des produits ou services:		Date invoice received / Date de réception de la facture: May 25, 2016

## CHEQUE STUB INFORMATION - INFORMATION SUR LE TALON DU CHÈQUE

Invoice number Numéro de la facture	Details Détails	Amount Montant
IG1730722	GOC DJC 00	27,706.33

## ACCOUNTING INFORMATION (FOR ADDITIONAL LINES SEE PAGE 2) - RENSEIGNEMENTS DE LA COMPTABILITÉ (POUR DES LIGNES SUPPLÉMENTAIRES - VOIR PAGE 2)

	GL Account Compte général	Net Amount Montant net	HST/GST TVH/TPS	QST/ TVQ	Cost center Centre de coût	Fund Fonds	Functional Area Domaine Fonctionnel	Order Ordre	Assignment Affectation	Description	Commitment PO Engagement Bon de commande	Line Item L. d'item
1	1701	27,645.41	60.92		11020	15	4010			Relocation Advance #2 - [REDACTED]	300257665	01
2												
3												

Sub-Total \$ 27,645.41 \$ 60.92 \$ 0.00

Sub-Total Tax Amount \$ 60.92

TOTAL \$ 27,706.33

The following boxes must be checked by the verifier - Les cases suivantes doivent être cochées par le vérificateur

☐ Services Rendered/Goods Supplied  
Services rendus/marchandises livrées☐ Contract Terms Met  
Rencontre les Termes du contrat☐ Supporting documentation  
Documentation à l'appui.

Account Verified - Name / Compte Vérifié - Nom	Signature	Date Y - A M D - J
Prepared by - Name / Préparé par - Nom J. Landry	Date Y - A M D - J 2016 05 26	G / R :
CERTIFIED PURSUANT TO SECTION 34 OF THE FINANCIAL ADMINISTRATION ACT - CE		
Name - Nom	Signature	Date Y - A M D - J - 2 JUIN 2016

JUS 396-4 (2014/01)

000073

# Brookfield

Brookfield Global Relocation Services /  
Service globaux de relogement Brookfield  
39 Wynford Dr  
Don Mills, Ontario, M3C 3K5  
Tel: 416.386.6065  
Fax: 416.510.5651

Remit Payment to / Remettre votre paiement à:  
P.O. Box 3840  
c/o CIBC Main Branch  
199 Bay St  
Toronto, ON, M5L 1K1

s.19(1)

**Billing Contact:**

Julie Papillon  
Department of Justice Canada  
284 Wellington Street  
Room 1115  
Ottawa, ON  
K1A 0H8,

M/E

DJC 201500024

Invoice Type: ACCOUNTABLE  
ADVANCE #2  
Invoice Date: 05 /16/2016  
Client #: GOC DJC 00  
Invoice #: # IG1730722  
Authorized Date: 03/11/2016  
Age of File: 66  
Page: 1 of 1

**Prebills**

Date	Description	Amount	GST/ HST	QST	PST	Total
05/10/2016	Estimates	-6,500.00	0.00	0.00	0.00	-6,500.00
	<i>Less advance / Moins avance</i>					
05/10/2016	Administration Fee - 1/3rd	488.60	60.92	0.00	0.00	529.52
05/10/2016	Estimates	4,261.79	0.00	0.00	0.00	4,261.79
	<i>Core / Comp. de base</i>					
05/10/2016	Estimates	7,415.02	0.00	0.00	0.00	7,415.02
	<i>Custom / Comp. sur mesure</i>					
05/10/2016	Estimates	22,000.00	0.00	0.00	0.00	22,000.00
	<i>Personalized / Personnalis</i>					
<b>Total Prebills</b>		<b>27,645.41</b>	<b>60.92</b>	<b>0.00</b>	<b>0.00</b>	<b>27,706.33</b>

**Reçu de / Received by**  
Heure / Time: \_\_\_\_\_

**MAY 24 2016**

Services de la comptabilité  
Accounting Services

PLEASE RETURN TO  
JULIE PAPILLON  
S.V.P. VEUILLEZ RETOURNER À  
JULIE PAPILLON

Amount Due **27,706.33**

*Sent to Julie Lanoy on May 24, 2016*

Contract No: 24062-070410/001/ZL

Client Reference No: 24062-070410

Financial Codes: 0560-210501-4870

Please forward your payment with reference to invoice and customer GOC DJC 00 Attention: IRP Accounting

For Inquiries, please contact: \_\_\_\_\_ Phone # \_\_\_\_\_

\*\*G.S.T. Registration No./ # d'inscription TPS 807202205RT

\*\*Q.S.T. Registration No./ # d'inscription TVQ 1217928539

Department of Justice / Ministère de la Justice  
CanadaInitiation and Commitment Expenditure Request  
Demande d'initiation et d'engagement de dépense

s.19(1)

☒ ORIGINAL ☐ CLOSE/FERMER ☐ AMEND/MODIFICATION ☐ RE-OPEN/RE-OUVERTUREFISCAL YEAR /  
EXERCICE FINANCIER 2016-2017

1	BRANCH, SECTION / DIRECTION GÉNÉRALE, SECTION	VENDOR NO. / N° DE FOURNISSEUR
	Business Centre	133644

2	Name of Card Holder (if applicable) / Nom du titulaire d'une carte d'acquisition (si applicable): Joëlle Landry
---	---

3 ACCOUNTING INFORMATION / INFORMATION COMPTABLE											
Original Financial Commitment description - Description d'engagement de fonds originale											
Trans. Type Type de Trans.	GL ACCOUNT COMPTE GL	COST CENTER CENTRE DE COÛTS	FUND FONDS	FUNCTIONAL AREA DOMAINE FONCTIONNEL	ORDER NO. N° DE COMMANDE	COMMITMENT AMOUNT MONTANT D'ENGAGEMENT	TAX AMOUNT MONTANT DE LA TAXE	TOTAL AMOUNT MONTANT TOTAL	COMMITMENT NO. N° D' ENGAGEMENT	LINE NO.	DESCRIPTION (text)
EI	1701	11050	15	4010		\$ 25,000.00	\$ 3,250.00	\$ 28,250.00	300257665	01	Relocation - [REDACTED]
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
Amended Financial Commitment Description - Description de l'Amendement à l'Engagement de Fonds											
	1701	11020	15	4010		\$ 50,000.00	\$ 6,500.00	\$ 56,500.00	300257665	01	Relocation - [REDACTED]
								\$ 0.00			For a total of \$56,500.00
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			

5	Prepared by / Préparé par	Signature :	Date : 2016-05-19
	Name (Print) / Nom (lettre moulée) : Joëlle Landry		

6	Certified pursuant to Section 32(1) of the Financial Administration Act and authorized under the Expenditure Initiation. I authorize the use of the acquisition card for this purchase.	Signature :	Date : 19 MAI 2016
	Name of manager / Nom du gestionnaire :		

Department of Justice / Ministère de la Justice  
Canada**PAYMENT  
VOUCHER****BORDEREAU DE  
PAIEMENT**Scanned Documents / Documents numérisés ☐Final Payment / Paiement Final ☐Original document kept in legal file /  
Document original conservé dans le dossier ☒

Region - Région: NCR	Organization - Organisation: DM Business Centre	Vendor code - Code fournisseur :  s.19(1)
Payee name - Nom du bénéficiaire : PWGSC		401277
Address - Adresse :		
Date goods received or services rendered - Date de réception des produits ou services:		Date invoice received / Date de réception de la facture: May 13, 2016

**CHEQUE STUB INFORMATION - INFORMATION SUR LE TALON DU CHÈQUE**

Invoice number Numéro de la facture	Details Détails	Amount Montant
91504594	10130094 - 16R00117 IS: 11020-15-1701 Ref: 300257665	11,753.20

**ACCOUNTING INFORMATION (FOR ADDITIONAL LINES SEE PAGE 2) - RENSEIGNEMENTS DE LA COMPTABILITÉ (POUR DES LIGNES SUPPLÉMENTAIRES - VOIR PAGE 2)**

	GL Account Compte général	Net Amount Montant net	HST/GST TVH/TPS	QST/ TVQ	Cost center Centre de coût	Fund Fonds	Functional Area Domaine Fonctionnel	Order Ordre	Assignment Affectation	Description	Commitment PO Engagement Bon de commande	Line Item L. d'item
1	1720	11,753.20			11020	15	4010			Relocation - Transportation	300260159	4
2												
3												

Sub-Total \$ 11,753.20 \$ 0.00 \$ 0.00

Sub-Total Tax Amount \$ 0.00


TOTAL \$ 11,753.20

The following boxes must be checked by the verifier - Les cases suivantes doivent être cochées par le vérificateur

☐ Services Rendered/Goods Supplied  
Services rendus/marchandises livrées☐ Contract Terms Met  
Rencontre les Termes du contrat☐ Supporting documentation  
Documentation à l'appui

Account Verified - Name / Compte Vérifié - Nom	Signature	Date Y - A M D - J
Prepared by - Name / Préparé par - Nom J. Landry	Date Y - A M D - J 2016 05 16	G/R:
<b>CERTIFIED PURSUANT TO SECTION 34 OF THE FINANCIAL ADMINISTRATION ACT -</b>		
Name - Nom	Signature	Date Y - A M D - J 16 APR 2016 16 MAI 2016

JUS 396-4 (2014/01)

 <b>Public Works and Government Services Canada</b> Acquisitions Branch	<b>Travaux publics et Services gouvernementaux Canada</b> Direction générale des approvisionnements	<b>INVOICE No / No DE FACTURE</b> <b>91504594</b> Quote this number on all correspondence/ Numéro à indiquer dans toute correspondance			
		<b>Invoice Date/Date de facturation</b> 2016-05-05			
		<b>Sold-To Customer/Donneur d'ordre</b> 10130094			
		<b>Customer phone #/No de tél. du client</b>			
		<b>Reference #/ No de référence:</b> 16R00117			
<b>Bill-To Customer/Client facturé:</b>  JUSTICE(10130094) DEPUTY MINISTER 284 WELLINGTON ST 4TH FL. - ROOM 3064 OTTAWA ON K1A 0H8 CA		<b>Contract:</b> CRA1510153 <b>Employee:</b> <b>Pickup Date:</b> 2016-03-18 <b>Delivery Date:</b> 2016-04-05 <b>Delivered to:</b> Residence <b>Weight:</b> 5.040 lbs 2.286 kgs <b>From:</b> <b>To:</b> OTTAWA (ON) <b>By:</b> United Van Lines (Canada) <b>CRS contact:</b> paul.foyer@pwgsc.gc.ca <b>Dept:</b> Jean Destin <b>Phone:</b> (613) 808-9448			
<b>Service Recipient/Destinataire du service:</b> JUSTICE(10130094) DEPUTY MINISTER 284 WELLINGTON ST, 4TH FL. - ROOM 3064 OTTAWA ON K1A 0H8 CA					
<b>FIS Initiated Transaction/ Transaction entreprise en application de la SIF</b>					
<b>Information/Renseignements</b>  Service central de déménagement (SCD) Contactez-nous par courriel : Servicesdedemenagement.CentralRemovalServices@tpsgc- pwgsc.gc.ca  Central Removal Service (CRS) Contact us by e-mail at: Servicesdedemenagement.CentralRemovalServices@tpsgc-		<b>IS ORG/ORG RI:</b> 11020-15-1701  <b>IS REF/REF RI:</b> 300257665  <i>300 260159 -04</i>			
<b>Code</b>	<b>Description</b>	<b>Qty Invoiced /Qté facturée</b>	<b>Unit Price /Prix unitaire</b>	<b>Tx</b>	<b>Total Amount /Montant total</b>
415	Order Number/Numéro de l'ordre: 1726208 Transportation	1 EA	11,025.00 / 1 EA		11,025.00
458	Fuel Surcharge	1 EA	165.38- / 1 EA		165.38-
496	Rush Incentive (0-4 days away)	1 EA	551.25 / 1 EA		551.25
503	Central Removal Surcharge	1 EA	342.33 / 1 EA		342.33
		<b>SUBTOTAL/SOUS TOTAL:</b> 11,753.20			
		<b>GST-HST/TPS-TVH:</b> 0.00			
		<b>PST/TVP:</b> 0.00			
<b>GST/HST Reg No. / No d'inscription TPS/TVH:</b> 121491807RT0001		<b>Amount Due/Montant dû:</b> CAD \$ 11,753.20			

0:Tax exempt/Exempt de taxes 1:GST-HST/TPS-TVH 2:PST/TVP 3:GST-HST&amp;PST/TPS-TVH&amp;TVP 4:Elig.Rebate of PST component of HST/Remboursement de la portion TVP de la TVH

Interest will be charged after the due date (Doc date + terms of payment) and fees on NSF if applicable in accordance with the Interest and Administrative Charges Regulations / Des frais d'intérêts seront facturés après la date d'échéance ainsi que des frais de chèque sans provision si applicable en vertu du Règlement sur les intérêts et les frais administratifs.

s.19(1)

Department of Justice / Ministère de la Justice  
CanadaInitiation and Commitment Expenditure Request  
Demande d'initiation et d'engagement de dépense

- 5 AVR. 2016

2016-2017  
2015-2016☒ ORIGINAL ☐ CLOSE/FERMER ☐ AMEND/MODIFICATION ☐ RE-OPEN/RE-OUVERTUREFISCAL YEAR /  
EXERCICE FINANCIER

1	BRANCH, SECTION / DIRECTION GÉNÉRALE, SECTION	VENDOR NO. / N° DE FOURNISSEUR
	DM Business Centre	133644 <i>gh</i>
2	Name of Card Holder (if applicable) / Nom du titulaire d'une carte d'acquisition (si applicable): Joëlle Landry	

ACCOUNTING INFORMATION / INFORMATION COMPTABLE											
Original Financial Commitment description - Description d'engagement de fonds originale											
Trans. Type Type de Trans.	GL ACCOUNT COMPTE GL	COST CENTER CENTRE DE COÛTS	FUND FONDS	FUNCTIONAL AREA DOMAINE FONCTIONNEL	ORDER NO. N° DE COMMANDE	COMMITMENT AMOUNT MONTANT D'ENGAGEMENT	TAX AMOUNT MONTANT DE LA TAXE	TOTAL AMOUNT MONTANT TOTAL	COMMITMENT NO. N° D'ENGAGEMENT	LINE NO.	DESCRIPTION (text)
EI	1701	11050	15	4010		\$ 25,000.00	\$ 3,250.00	\$ 28,250.00	300 257663 6457	01	Relocation - [REDACTED]
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
Amended Financial Commitment Description - Description de l'Amendement à l'Engagement de Fonds											
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			

5	Prepared by / Préparé par	
	Name (Print) / Nom (lettre moulée): Joëlle Landry	Signature : Date : 2016-03-07
6	Certified pursuant to Section 32(1) of the Financial Administration Act and authorized under the Expenditure Initiation. / I authorize the use of the acquisition card for this purchase.	
	Name of manager / Nom du gestionnaire [REDACTED]	Signature : Date : 14 MARS 2016

s.19(1)



Department of Justice  
Canada

Ministère de la Justice  
Canada

REF #:

Date:

Doc #:

Annex 4A – Commitment – O&M Suppliers PAYE

COMMITMENTS - O&M SUPPLIERS  
ENGAGEMENTS - F&E FOURNISSEURS

PAYE 2015-2016  
CAFE 2015-2016

Name of Payee / Nom du Bénéficiaire	Commitment / Engagement	Line No. / Ligne	CODING / CODAGE					Amount without taxes / Montant sans taxes	Amount of GST/HST / Montant de TPS/TVH	Amount of QST / Montant de TVQ
			GL Account / Compte GL	Cost Center / Centre de coût	Fund / Fonds	Funct. Area / Dom. fonctionnel	Order No. / Numéro de projet			
Brookfield	300257665	01	1701	11020	15	4010		6,500.00		
Brookfield	300257665	01	1701	11050- 11020	15	4010		18,500.00	2,405.00	

Certified pursuant to section 34 of the Financial Administration Act  
Certifié en vertu de l'article 34 de la Loi sur la gestion des finances publiques

13 AVR. 2016

Date

Name

Joelle Landry

Administrator/administrateur

941-6042

Admin: Telephone No/Numéro de téléphone

# Brookfield

Brookfield Global Relocation Services /  
Service globaux de relogement Brookfield  
39 Wynford Dr  
Don Mills, Ontario, M3C 3K5  
Tel: 416.386.6065  
Fax: 416.510.5651

Remit Payment to / Remettre votre paiement à:  
P.O. Box 3840  
c/o CIBC Main Branch  
199 Bay St  
Toronto, ON, M5L 1K1

s.19(1)

**Billing Contact:**

Julie Papillon  
Department of Justice Canada  
284 Wellington Street  
Room 1115  
Ottawa, ON  
K1A 0H8,

M/E

DJC 201500024

**Invoice Type:** FINAL INVOICE**Invoice Date:** 08 /08/2016**Client #:** GOC DJC 00**Invoice #:** # IG1779350**Authorized Date:** 03/11/2016**Age of File:** 146**Page:** 1 of 4**Expenses Incurred**

Date	Description	Amount	GST/ HST	QST	PST	Total
05/10/2016	Administration Fee	468.60	60.92	0.00	0.00	529.52
08/04/2016	Administration Fee	951.40	123.68	0.00	0.00	1,075.08
<b>Total Administration Fees</b>		<b>1,420.00</b>	<b>184.60</b>	<b>0.00</b>	<b>0.00</b>	<b>1,604.60</b>
03/22/2016	Appraisal Fee	675.00	33.75	0.00	0.00	708.75
	CERC Service Order Date : Mar 14 2016 12:00AM					
04/25/2016	TNL - Parking	39.55	0.00	0.00	0.00	39.55
04/25/2016	TNL - Meals	74.05	3.70	0.00	0.00	77.75
	17/03/2016 to 06/04/2016					
04/25/2016	EI Employers Portion	503.78	0.00	0.00	0.00	503.78
04/25/2016	Employer Health Tax	373.24	0.00	0.00	0.00	373.24
	ON					
04/25/2016	CPP/QPP Employers Portion	947.46	0.00	0.00	0.00	947.46
04/25/2016	DMF-Interim Lodging	58.11	0.00	0.00	0.00	58.11
	17/03/2016 to 06/04/2016					
04/25/2016	DMF-Interim Lodging	5.37	0.00	0.00	0.00	5.37
	17/03/2016 to 06/04/2016					
04/25/2016	Interim living - Allowance	124.34	16.13	0.00	0.00	140.47
	17/03/2016 to 06/04/2016					
04/25/2016	Interim living - Allowance	16.74	2.18	0.00	0.00	18.92
	17/03/2016 to 06/04/2016					
04/25/2016	Interim living - Meals	914.15	118.77	0.00	0.00	1,032.92
	17/03/2016 to 06/04/2016					
04/25/2016	Interim living - Meals	139.46	18.14	0.00	0.00	157.60
	17/03/2016 to 06/04/2016					
04/25/2016	Interim living - Allowance	26.67	1.32	0.00	0.00	27.99
	17/03/2016 to 06/04/2016					
04/25/2016	Interim living - Lodging	179.00	23.97	0.00	0.00	202.97
	17/03/2016 to 06/04/2016					

Contract No: 24062-0704 10/00 1/ZL

Client Reference No: 24062-070410

Financial Codes: 0560-210501-4870

Please forward your payment with reference to invoice and customer GOC DJC 00 Attention: IRP Accounting

For Inquiries, please contact: Phone #



# Brookfield

Brookfield Global Relocation Services /  
Service globaux de relogement Brookfield  
39 Wynford Dr  
Don Mills, Ontario, M3C 3K5  
Tel: 416.386.6065  
Fax: 416.510.5651

Released under the Access to Information Act /  
Divulgué(s) en vertu de la Loi sur l'accès à l'information.

Remit Payment to / Remettre votre paiement à:  
P.O. Box 3840  
c/o CIBC Main Branch  
199 Bay St  
Toronto, ON, M5L 1K1

s.19(1)

## Billing Contact:

Julie Papillon  
Department of Justice Canada  
284 Wellington Street  
Room 1115  
Ottawa, ON  
K1A 0H8,

M/E

DJC 201500024



Invoice Type: FINAL INVOICE

Invoice Date: 08 /08/2016

Client #: GOC DJC 00

Invoice #: # IG1779350

Authorized Date: 03/11/2016

Age of File: 146

Page: 2 of 4

## Expenses Incurred

Date	Description	Amount	GST/ HST	QST	PST	Total
04/25/2016	ILM - Lodging Private 17/03/2016 to 06/04/2016	95.24	4.76	0.00	0.00	100.00
04/25/2016	Interim living - Meals 17/03/2016 to 06/04/2016	222.15	11.10	0.00	0.00	233.25
04/25/2016	Interim living - Lodging 17/03/2016 to 06/04/2016	1,936.20	259.16	0.00	0.00	2,195.36
04/25/2016	TNL - Misc. allowance 17/03/2016 to 06/04/2016	8.89	0.44	0.00	0.00	9.33
06/08/2016	HHT - Meals 22/02/2016 to 24/02/2016	206.43	26.82	0.00	0.00	233.25
06/08/2016	HHT - Incidentals 22/02/2016 to 24/02/2016	45.93	5.97	0.00	0.00	51.90
06/08/2016	HHT - Commercial Transport.	693.89	0.00	0.00	0.00	693.89
06/08/2016	HHT - Lodging	321.67	41.82	0.00	0.00	363.49
08/04/2016	EI Employers Portion	43.40	0.00	0.00	0.00	43.40
08/04/2016	Employer Health Tax ON	32.15	0.00	0.00	0.00	32.15
08/04/2016	CPP/QPP Employers Portion	81.61	0.00	0.00	0.00	81.61
<b>Total Core Expenses</b>		<b>7,764.48</b>	<b>568.03</b>	<b>0.00</b>	<b>0.00</b>	<b>8,332.51</b>
04/25/2016	Personalized Cash Payout ON	19,140.68	0.00	0.00	0.00	19,140.68
04/25/2016	Non-accountable Incidentals	575.22	74.78	0.00	0.00	650.00
04/25/2016	DMF-Interim Lodging	0.06	0.00	0.00	0.00	0.06
04/25/2016	Interim living - Lodging	6.00	0.81	0.00	0.00	6.81
04/25/2016	Interim living - Lodging	2.01	0.26	0.00	0.00	2.27
04/25/2016	DMF-Interim Lodging	0.18	0.00	0.00	0.00	0.18
05/27/2016	Shipment of Household Goods	1,843.97	0.00	0.00	0.00	1,843.97
08/04/2016	Personalized Cash Payout	1,648.75	0.00	0.00	0.00	1,648.75

Contract No: 24062-070410/001/ZL

Client Reference No: 24062-070410

Financial Codes: 0560-210501-4870

Please forward your payment with reference to invoice and customer GOC DJC 00 Attention: IRP Accounting

For Inquiries, please contact: Phone #

\*\*G.S.T. Registration No./ # d'inscription TPS 807202205RT

\*\*Q.S.T. Registration No./ # d'inscription TVQ 1217928539

000081

# Brookfield

Brookfield Global Relocation Services /  
Service globaux de relogement Brookfield  
39 Wynford Dr  
Don Mills, Ontario, M3C 3K5  
Tel: 416.386.6065  
Fax: 416.510.5651

Released under the Access to Information Act /  
Divulgué(s) en vertu de la Loi sur l'accès à l'information.

Remit Payment to / Remettre votre paiement à:  
P.O. Box 3840  
c/o CIBC Main Branch  
199 Bay St  
Toronto, ON, M5L 1K1

s.19(1)

## Billing Contact:

Julie Papillon  
Department of Justice Canada  
284 Wellington Street  
Room 1115  
Ottawa, ON  
K1A 0H8,

M/E

DJC 201500024



Invoice Type: FINAL INVOICE

Invoice Date: 08 /08/2016

Client #: GOC DJC 00

Invoice #: # IG1779350

Authorized Date: 03/11/2016

Age of File: 146

Page: 3 of 4

## Expenses Incurred

Date	Description	Amount	GST/ HST	QST	PST	Total
ON						
<b>Total Customized / Personalized Expenses</b>		<b>23,216.87</b>	<b>75.85</b>	<b>0.00</b>	<b>0.00</b>	<b>23,292.72</b>
03/31/2016	Interest for 2016-03 <i>Interest for 2016-03</i>	0.17	0.00	0.00	0.00	0.17
04/30/2016	Interest for 2016-04 <i>Interest for 2016-04</i>	3.92	0.00	0.00	0.00	3.92
05/31/2016	Interest for 2016-05 <i>Interest for 2016-05</i>	15.51	0.00	0.00	0.00	15.51
06/30/2016	Interest for 2016-06 <i>Interest for 2016-06</i>	11.39	0.00	0.00	0.00	11.39
07/31/2016	Interest for 2016-07 <i>Interest for 2016-07</i>	-3.24	0.00	0.00	0.00	-3.24
08/15/2016	Interest for 2016-08 <i>Interest for 2016-08</i>	-1.03	0.00	0.00	0.00	-1.03
<b>Total Interest</b>		<b>26.72</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>26.72</b>
<b>Total Expenses Incurred</b>		<b>32,428.07</b>	<b>828.48</b>	<b>0.00</b>	<b>0.00</b>	<b>33,256.55</b>

Contract No: 24062-0704 10/001/ZL

Client Reference No: 24062-070410

Financial Codes: 0560-210501-4870

Please forward your payment with reference to invoice and customer GOC DJC 00 Attention: IRP Accounting

For inquiries, please contact: Phone #

\*\*G.S.T. Registration No./ # d'inscription TPS 807202205RT

\*\*Q.S.T. Registration No./ # d'inscription TVQ 1217928539

000082

# Brookfield

Brookfield Global Relocation Services /  
Service globaux de relogement Brookfield  
39 Wynford Dr  
Don Mills, Ontario, M3C 3K5  
Tel: 416.386.6065  
Fax: 416.510.5651

Released under the Access to Information Act /  
Divulgué(s) en vertu de la Loi sur l'accès à l'information.

Remit Payment to / Remettre votre paiement à:  
P.O. Box 3840  
c/o CIBC Main Branch  
199 Bay St  
Toronto, ON, M5L 1K1

s.19(1)

## Billing Contact:

Julie Papillon  
Department of Justice Canada  
284 Wellington Street  
Room 1115  
Ottawa, ON  
K1A 0H8,

M/E

DJC 201500024



Invoice Type: FINAL INVOICE

Invoice Date: 08 /08/2016

Client #: GOC DJC 00

Invoice #: # IG1779350

Authorized Date: 03/11/2016

Age of File: 146

Page: 4 of 4

## Prebill Invoice Credits

Date	Description	Amount	GST/ HST	QST	PST	Total
08/15/2016	Customized Component	6,500.00	0.00	0.00	0.00	6,500.00
	<i>Credit for amounts Prebilled</i>					
08/15/2016	Administration Fee - 1/3rd	-529.52	0.00	0.00	0.00	-529.52
	<i>Credit for amounts Prebilled</i>					
08/15/2016	Customized Component	-4,261.79	0.00	0.00	0.00	-4,261.79
	<i>Credit for amounts Prebilled</i>					
08/15/2016	Customized Component	-7,415.02	0.00	0.00	0.00	-7,415.02
	<i>Credit for amounts Prebilled</i>					
08/15/2016	Customized Component	-22,000.00	0.00	0.00	0.00	-22,000.00
	<i>Credit for amounts Prebilled</i>					
08/15/2016	Initial Relocation Advance	-6,500.00	0.00	0.00	0.00	-6,500.00
	<i>Credit for amounts Prebilled</i>					
<b>Total</b>		<b>-34,206.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-34,206.33</b>
<b>Total Prebill Invoice Credits</b>		<b>-34,206.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-34,206.33</b>

Amount Due **-949.78**

Contract No: 24062-0704 10/00 1/ZL

Client Reference No: 24062-070410

Financial Codes: 0560-2 1050 1-4870

Please forward your payment with reference to invoice and customer GOC DJC 00 Attention: IRP Accounting

For Inquiries, please contact: Phone #

\*\*G.S.T. Registration No./ # d'inscription TPS 807202205RT

\*\*Q.S.T. Registration No./ # d'inscription TVQ 1217928539

000083

s.19(1)

## CHÈQUE À DÉPOSER / CHEQUE TO BE DEPOSITED

Nom de l'envoyeur /  
Name of the Remitter:

Brookfield Global Relocation Serv (Vendor 133644)

Montant du chèque /  
Amount of the chèque

949.78

Codes financiers /  
Financial coding

Centre de Coût Cost Centre	Fund Fond	Func Area Dom Fonc	Ordre Order	G/L	Engagement/Com mitment Bon de	Montant/ Amount
11020	15	4010		1701		949.78

# de document relié au dépôt /  
Related document #

Raison du dépôt /  
Reason for deposit

Credit Refund for (PRI: )

Nom du Changer de compte /  
Name of Accounting advisor

Julie Papillon

2016-08-16

000084

**Brookfield**

**IG**

**432050**

s.19(1)  
s.20(1)(b)

CODE	ADDRESS OF PROPERTY / TRANSFEREE	DESCRIPTION	REFERENCE	AMOUNT
DJC 201500024			1779350	949.78

REMITTANCE ADVICE - DETACH BEFORE DEPOSITING    BROOKFIELD GLOBAL RELOCATION SERVICES    39 WYNFORD DR., DON MILLS, ON M3C 3K5    TEL: 1-877-477-7356 FAX: 416-510-5651

THIS DOCUMENT CONTAINS SECURITY FEATURES

**Brookfield Global Relocation Services**  
**Services globaux de relogement Brookfield**  
**39 Chemin Wynford Dr.**  
**Don Mills, Ontario M3C 3K5**  
**Canada**

CIBC  
MAIN BRANCH - COMMERCE COURT  
TORONTO, ON M5L 1G9

CHEQUE NO. **IG**



08092016

DATE M M D D Y Y Y Y

Nine Hundred Forty-Nine and  
PAY 78/100----- Dollars

\$

\*\*\*\*\*949.78

TO THE  
ORDER  
OF    Receiver General for Canada  
284 Wellington Street  
Ottawa, ON K1A 0H8

FER \_\_\_\_\_  
PER \_\_\_\_\_



# Brookfield

Brookfield Global Relocation Services/  
Services globaux de relogement Brookfield  
39 Wynford Drive  
Don Mills, Ontario M3C 3K5  
Tel: 416.386.6065  
Fax: 416.510.5651

Remit payment to / Remettre votre paiement à  
P.O. Box 3840  
c/o CIBC Main Branch  
199 Bay St.  
Toronto, Ontario M5L 1K1

s.19(1)

**Billing Contact:****M/E**

Julie Papillon  
Department of Justice Canada  
284 Wellington Street  
Room 1115  
Ottawa, ON  
K1A 0H8,

DJC 201500017

**Invoice Type:** FINAL INVOICE**Invoice #:** 1743143**Invoice Date:** 06/06/2016**Client #:** GOC DJC 00**Authorized Date:** 01/15/2016**Age of File:** 157**Page :** 1 of 2

Date	Description	Amount	GST/HST	QST	PST	Total
<b>Expenses Incurred</b>						
03/15/2016	Administration Fee	468.60	60.92	0.00	0.00	529.52
	Service Order Date :					
05/27/2016	Administration Fee	951.40	123.68	0.00	0.00	1,075.08
	Service Order Date :					
<b>Total</b>	<b>Administration Fees</b>	<b>1,420.00</b>	<b>184.60</b>	<b>0.00</b>	<b>0.00</b>	<b>1,604.60</b>
05/27/2016	Weekend travel - mileage	517.24	67.25	0.00	0.00	584.49
	Service Order Date :					
05/27/2016	Weekend travel - mileage	525.24	68.29	0.00	0.00	593.53
	Service Order Date :					
05/27/2016	Weekend travel - mileage	542.24	70.50	0.00	0.00	612.74
	Service Order Date :					
05/27/2016	Unaccomp travel - Commer.Trans	289.12	37.59	0.00	0.00	326.71
	Service Order Date :					
05/27/2016	Special IAM&MA - Meals	1,180.13	153.31	0.00	0.00	1,333.44
	26/11/2015 to 09/01/2016					
	Service Order Date :					
05/27/2016	Special IAM&MA -Misc.Allowance	49.56	6.42	0.00	0.00	55.98
	26/11/2015 to 09/01/2016					
	Service Order Date :					
05/27/2016	Unaccompanied travel - meals	68.81	8.94	0.00	0.00	77.75
	26/11/2015 to 09/01/2016					
	Service Order Date :					
05/27/2016	Unaccompanied travel-incidental	8.26	1.07	0.00	0.00	9.33
	26/11/2015 to 09/01/2016					
	Service Order Date :					
05/27/2016	Special IAM&MA - Lodgings	2,970.00	0	0.00	0.00	2,970.00
	Service Order Date :					
05/27/2016	Special IAM&MA - Lodgings	891.00	0	0.00	0.00	891.00
	Service Order Date :					
<b>Total</b>	<b>Core Expenses</b>	<b>7,041.60</b>	<b>413.37</b>	<b>0.00</b>	<b>0.00</b>	<b>7,454.97</b>
04/30/2016	Simple Interest	(4.32)	0	0.00	0.00	(4.32)
	Interest for 2016-04					

Contract No. 24062-070410/001/ZL

Client Reference No. 24062-070410

Financial Codes. 0560-210501-4870

Please forward your payment with reference to invoice # ID1743143 and customer GOC DJC 00 Attention: IRP Accounting

For Inquiries, please contact: Phone #

\*\*G.S.T. Registration No./# d'inscription TPS 807202205RT

\*\*Q.S.T. Registration No./# d'inscription TVQ 1217928539

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# Brookfield

Brookfield Global Relocation Services/  
Services globaux de relogement Brookfield  
39 Wynford Drive  
Don Mills, Ontario M3C 3K5  
Tel: 416.386.6065  
Fax: 416.510.5651

Remit payment to / Remettre votre paiement à  
P.O. Box 3840  
c/o CIBC Main Branch  
199 Bay St.  
Toronto, Ontario M5L 1K1

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06/13/2016	Service Order Date : Simple Interest	(3.61)	0	0.00	0.00	(3.61)
	Interest for 2016-06 Service Order Date :					
<b>Total</b>	<b>Interest</b>	<b>(7.93)</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>(7.93)</b>
<b>Total</b>	<b>Expenses Incurred</b>	<b>8,453.67</b>	<b>597.97</b>	<b>0.00</b>	<b>0.00</b>	<b>9,051.64</b>
<b>Prebill Invoice Credits</b>						
06/13/2016	Initial Relocation Advance	(6,500.00)	0	0.00	0.00	(6,500.00)
	Credit for amounts Prebilled Service Order Date :					
06/13/2016	Customized Component	(7,082.40)	0	0.00	0.00	(7,082.40)
	Credit for amounts Prebilled Service Order Date :					
06/13/2016	Customized Component	(6,813.16)	0	0.00	0.00	(6,813.16)
	Credit for amounts Prebilled Service Order Date :					
06/13/2016	Customized Component	(13,416.00)	0	0.00	0.00	(13,416.00)
	Credit for amounts Prebilled Service Order Date :					
06/13/2016	Customized Component	6,500.00	0	0.00	0.00	6,500.00
	Credit for amounts Prebilled Service Order Date :					
06/13/2016	Administration Fee - 1/3rd	(529.52)	0	0.00	0.00	(529.52)
	Credit for amounts Prebilled Service Order Date :					
<b>Total</b>		<b>(27,841.08)</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>(27,841.08)</b>
<b>Total</b>	<b>Prebill Invoice Credits</b>	<b>(27,841.08)</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>(27,841.08)</b>

**Amount Due** **(18,789.44)**

Contract No. 24062-070410/001/ZL

Client Reference No. 24062-070410

Financial Codes. 0560-210501-4870

Please forward your payment with reference to invoice # ID1743143 and customer GOC DJC 00 Attention: IRP Accounting

For Inquiries, please contact: Phone #

\*\*G.S.T. Registration No./# d'inscription TPS 807202205RT

\*\*Q.S.T. Registration No./# d'inscription TVQ 1217928539

000087

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## CHÈQUE À DÉPOSER / CHEQUE TO BE DEPOSITED

Nom de l'envoyeur /  
Name of the Remitter:

Brookfield Global Relocation Serv (Vendor 133644)

Montant du chèque /  
Amount of the chèque

18,789.44

Codes financiers /  
Financial coding

Centre de Coût Cost Centre	Fund Fond	Func Area Dom Fonc	Ordre Order	G/L	Engagement/Com mitment Bon de	Montant/ Amount
11020	15	4010		1701		18,789.44

# de document relié au dépôt /  
Related document #

Raison du dépôt /  
Reason for deposit

Credit Refund for (PRI: )

Nom du Charger de compte /  
Name of Accounting advisor

Julie Papillon

*[Handwritten signature]*

2016-08-16

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**Brookfield**Brookfield Global Relocation Services /  
Service globaux de relogement Brookfield  
39 Chemin Wynford Dr  
Don Mills, Ontario, M3C 3K5  
CanadaTel / Tél: 416.510.5800  
Fax / Téléc: 416.510.5651  
www.brookfieldgrs.com

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**FINAL ACCOUNT SUMMARY****Billing Contact:****Transferee:**Julie Papillon  
Department of Justice Canada  
284 Wellington Street  
Room 1115  
  
Ottawa, ON  
K1A 0H8.

DJC 201500017

Client #: GOC DJC 00  
Statement Issue Date: 08/08/2016  
Transfer Start Date: 01/15/2016  
Close Date: May 27 2016  
Page: 1 of 1

Date	Description	Amount	GST/ HST	QST	PST	Total
03/15/2016	Administration Fee	468.60	60.92	0.00	0.00	529.52
05/27/2016	Administration Fee	951.40	123.68	0.00	0.00	1,075.08
<b>Total - Administration Fees</b>		<b>1,420.00</b>	<b>184.60</b>	<b>0.00</b>	<b>0.00</b>	<b>1,604.60</b>
05/27/2016	Weekend travel - mileage	542.24	70.50	0.00	0.00	612.74
05/27/2016	Weekend travel - mileage	517.24	67.25	0.00	0.00	584.49
05/27/2016	Weekend travel - mileage	525.24	68.29	0.00	0.00	593.53
05/27/2016	Unaccomp travel - Commer.Trans	289.12	37.59	0.00	0.00	326.71
05/27/2016	Unaccompanied travel - meals	68.81	8.94	0.00	0.00	77.75
05/27/2016	Unaccompanied travel-incidental	8.26	1.07	0.00	0.00	9.33
05/27/2016	Special IAM&MA - Lodgings	2,970.00	0.00	0.00	0.00	2,970.00
05/27/2016	Special IAM&MA - Lodgings	891.00	0.00	0.00	0.00	891.00
05/27/2016	Special IAM&MA - Meals	1,180.13	153.31	0.00	0.00	1,333.44
05/27/2016	Special IAM&MA - Misc.Allowance	49.56	6.42	0.00	0.00	55.98
<b>Total - Core Expenses</b>		<b>7,041.60</b>	<b>413.37</b>	<b>0.00</b>	<b>0.00</b>	<b>7,454.97</b>
04/30/2016	Interest for 2016-04	-4.32	0.00	0.00	0.00	-4.32
06/13/2016	Interest for 2016-06	-3.61	0.00	0.00	0.00	-3.61
<b>Total - Interest</b>		<b>-7.93</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-7.93</b>

**Total Expenses Incurred****9,051.64****AR HISTORY**

Invoice Number	Invoice Date	Invoice Type	Invoice Amount	Invoice Balance
1703265	02/01/2016	Prebill 1	6,500.00	0.00
1714709	03/21/2016	Prebill 2	21,341.08	0.00
1743143	06/06/2016	Final	-18,789.44	-18,789.44

\*\*RLRS charges interest when the total expenses incurred exceeds the total payments received from the Department.

\*\*RLRS pays interest when the total deposits received from the Department exceeds the total expenses incurred.

For inquiries, please contact:

Phone #

000089

s.19(1)

**Landry, Joelle**

---

**From:** [REDACTED]@brookfieldgrs.ca>  
**Sent:** 2016-Mar-15 7:48 AM  
**To:** Landry, Joelle; [REDACTED]  
**Subject:** RE: [REDACTED] contact info  
**Attachments:** image003.jpg

Good Morning,  
Thank you Joelle for providing the TAN.

[REDACTED] I will be booking your flight for you. As soon as I have confirmation of the movers, I will be able to book the flight. I need to know if the movers are coming this week in order to determine under which benefit your flight will be booked.

I've forwarded the request to Jean Destin to contact CRS, so I'm hopeful I will have more information shortly.

Kindest Regards,  
[REDACTED]

[REDACTED]  
Relocation Advisor

**Brookfield Global Relocation Services**  
4-201 Brownlow Avenue, Dartmouth NS B3B 1W2  
T [REDACTED] F [REDACTED] V [REDACTED]  
[REDACTED]@brookfieldgrs.ca  
[www.brookfieldgrs.com](http://www.brookfieldgrs.com)  
[www.irp-pri.com](http://www.irp-pri.com)

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**Brookfield**  
Global Relocation Services

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**Your opinion matters!**  
*At Brookfield, we are committed to service excellence.*  
*Share your experience, at any time, by contacting me or my manager,*  
[REDACTED]@brookfieldgrs.ca, T: [REDACTED]

---

**From:** Landry, Joelle [mailto:Joelle.Landry@justice.gc.ca]  
**Sent:** Monday, March 14, 2016 7:52 PM  
**To:** [REDACTED]  
**Subject:** Re: [REDACTED] contact info

I am waiting for [REDACTED] phone call to clarify as per next step.

Sent from my BlackBerry 10 smartphone on the Rogers network.

---

**From:** [REDACTED]  
**Sent:** Monday, March 14, 2016 6:39 PM  
**To:** Landry, Joelle; [REDACTED]@brookfieldgrs.ca

s.19(1)

**Subject:** RE: [REDACTED] contact info

While I have both of you, am I now supposed to go onto the HRG site and arrange my flights?

Regards,

[REDACTED]

[REDACTED]

---

**From:** Landry, Joelle [mailto:Joelle.Landry@justice.gc.ca]

**Sent:** 14-Mar-16 2:58 PM

**To:** [REDACTED] @brookfieldgrs.ca'

[REDACTED] @brookfieldgrs.ca>

**Subject:** RE: [REDACTED] contact info

Hello to both of you,

I have an Offline TAN for [REDACTED] Please let me know if more information is needed.

ANH168294

Thank you

**Joëlle Landry**

941-6042

EMB 4143C

---

**From:** [REDACTED]

**Sent:** 2016-Mar-14 2:15 PM

**To:** Landry, Joelle

**Subject:** [REDACTED] contact info

[REDACTED]  
Relocation Advisor

**Brookfield Global Relocation Services**

4-201 Brownlow Avenue, Dartmouth NS B3B 1W2

T [REDACTED] | F [REDACTED] | V [REDACTED]

[REDACTED] @brookfieldgrs.ca

[www.brookfieldgrs.com](http://www.brookfieldgrs.com)

[www.irp-pri.com](http://www.irp-pri.com)

Regards,

[REDACTED]

s.19(1)

**From:** [redacted] [mailto:[redacted]]@brookfieldgrs.ca  
**Sent:** 14-Mar-16 10:21 AM  
**To:** [redacted]  
**Subject:** DJC 201500024 MR [redacted] Step 1 - Preparing for Your First Planning Session

## Preparing for Your First Planning Session

Thank you for completing your online registration. I look forward to assisting you throughout the relocation. Your First Planning Session is scheduled for Tuesday, March 14<sup>th</sup> at 10am Pacific.

In order to get the most out of your First Planning Session and pave the way for a smooth, hassle-free relocation, we request that you complete 3 steps **before** your First Planning Session:

1. **Prepare and send the documents listed below;**
2. **Read the applicable sections of the NJC IRP Directive; and,**
3. **Read the applicable sections of the It's Your Move guide.**

### Prepare and send the documents listed below

- ☐ Copy of document confirming ownership at origin (such as Certificate of Title, Copy of Title, Certification of Registered owner or Deed)

All forms are available on your Secure Website unless otherwise noted. Once completed, you can upload forms and documents directly to your file using the Document Management tool on the Secure Website, fax them to your Advisor or drop them off at your local Brookfield GRS office. The coordinates for your Advisor are available on the Secure Website under the Contact Us tab.

### Read the applicable sections of the NJC IRP Directive

We strongly recommend that you read all of the sections you identify on your Relocation Checklist, at the time of your online registration. This document is available on your Secure Website under the "Home" tab. Click on the "?" icon for policy details. Your Advisor will discuss these items with you further during your Planning Sessions.

### Read the applicable sections of the It's Your Move guide

Brookfield GRS has published a guide called It's Your Move with tips, tools and examples to assist you and your family in preparing for this important milestone. Before your First Planning Session, we recommend you read the following sections available under the Policies & Directives section:

- ☐ Planning Your Move
- ☐ Sell Smart
- ☐ Rent Smart

To get the most out of your First Planning Session, please ensure you are logged into your secure Website prior to the call.

Kind Regards,

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Relocation Advisor

**Brookfield Global Relocation Services**  
4-201 Brownlow Avenue, Dartmouth NS B3B 1W2  
T [REDACTED] | F [REDACTED] | V [REDACTED]  
[REDACTED]@brookfieldgrs.ca  
[www.brookfieldgrs.com](http://www.brookfieldgrs.com)  
[www.irp-pri.com](http://www.irp-pri.com)

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## Brookfield

Global Relocation Services

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***Your opinion matters!***

***At Brookfield, we are committed to service excellence.***

***Share your experience, at any time, by contacting me or my manager,***

[REDACTED]@brookfieldgrs.ca, T: [REDACTED]

s.19(1)



**STS SVP**  
Shared Travel Services Services de voyage partagés

**HRG**

## E-Ticket Itinerary Receipt and Invoice

16 March 2016

THANK YOU FOR BOOKING WITH THE HOGG ROBINSON GROUP (HRG) GOVERNMENT OF CANADA TRAVEL SERVICES.  
THIS DOCUMENTATION CONFIRMS YOUR TRAVEL ARRANGEMENTS.

THE INFORMATION CONTAINED IN THIS DOCUMENT IS PROVIDED BY HRG NORTH AMERICA VIA TRAVELPORT AND  
OTHER THIRD-PARTY VENDORS. AS SUCH, SOME CONTENT IS AVAILABLE IN ENGLISH ONLY.

PLEASE REVIEW TO ENSURE THAT ALL INFORMATION IS CORRECT.

TRAVELLERS ARE RESPONSIBLE FOR VERIFYING THEIR TRAVEL DOCUMENTS UPON RECEIPT.

ACCEPTANCE OF YOUR ITINERARY CONSTITUTES AGREEMENT WITH ITS CONTENTS.

ANY DISCREPANCY MUST BE REPORTED TO HRG NORTH AMERICA PRIOR TO 8PM EST THE SAME BUSINESS DAY.

HRG WILL NOT INCREASE THE PRICE AFTER TICKET ISSUANCE.

Itinerary details	Account references
Trip locator: JCRFFO	Traveller Category : Public Servants
Traveller: [REDACTED]	Travel Directive Module : M3D - Domestic - Overnight stay
	THCEE Trip Category : Other (please complete THCEE Other Explanation)
	Trip Purpose : Other - Other
	TAN : ANH168294
	Rationale for not using virtual presence : Cost saving of alternatives is marginal or nil

Itinerary summary
Traffic Date From-to/location Supplier Times Class/room Status
20 Mar 2016 [REDACTED] -YOW AC166 09:20-16:57 Economy Booked

E-ticket 1
Invoice number: 16715
Traveller name: [REDACTED]
Ticket number: 0141613111260
Route: [REDACTED] Ottawa Intl Airport, Ottawa
Fare amount: 1051.75 CAD
Taxes: 7.12 CA / 53.94 XG / 20.00 SQ
Ticket amount: 1132.81 CAD
Issuing agency: 67524192
Date of issue: 16 March 2016
Form of payment: [REDACTED]
Endorsements: GOC-ACJV

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**Air Canada**  
Flight # AC166

Booking reference: PAM4MZ  
Status: Booked

Departing:   
Date/time: 20 March 2016, 09:20  
Arriving: Ottawa Intl Airport, Ottawa, Canada (YOW)  
Date/time: 20 March 2016, 16:57  
Duration: 4h37m  
Aircraft: Airbus A321 Narrowbody Jet  
Cabin class: Economy (B)  
Seat: 34F  
Baggage allowance: 2PC

Add to calendar



#### Fare details

Fare accepted: 1051.75 CAD  
Taxes and fees: 7.12 CA / 20.00 SQ / 53.94 XG  
Total amount: 1132.81 CAD  
Fare routing:  YOW



#### Service Fees

Fee 1 Base: 62.00 CAD  
Fee 1 Taxes: 3.10 CAD GST  
Fee 1 Total: 65.10 CAD

#### GENERAL INFORMATION

CHECKIN 1 HOUR PRIOR TO DEPARTURE  
TRAVEL WITH A VALID PASSPORT OR GOVERNMENT ISSUED ID  
CHANGE FEE \$75CAD PER DIRECTION PLUS ANY FARE DIFFERENCE

GST REGISTRATION NO. R136445095 QST REGISTRATION NO. TVQ M1015857826

GST is represented by tax code XG; HST is represented by tax code RC; QST is represented by tax code XQ.

FOR ASSISTANCE OR IN TRANSIT EMERGENCY SERVICE PLEASE CONTACT HRG ANYTIME AT 1-866-857-3578 WITHIN NORTH AMERICA OR FROM OUTSIDE CANADA / USA; CALL COLLECT AT 1-613-822-3873.

FOR CREDIT CARD SUPPORT DUE TO LOST OR STOLEN CARDS PLEASE USE PHONE NUMBER ABOVE; SELECT OPTION 4 IMPORTANT; THE NAME ON THE IDENTIFICATION MUST MATCH THE NAME ON THE RESERVATION; BOARDING PASS.

FOR FLIGHTS WITHIN CANADA ALL PASSENGERS MUST PRESENT ONE PIECE OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION THAT INCLUDES NAME / DATE OF BIRTH AND GENDER.

FOR FLIGHTS TO/FROM THE UNITED STATES ALL PASSENGERS ARE REQUIRED TO PRESENT A VALID PASSPORT.

CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THEIR CONSULATE OR EMBASSY FOR BOARDING REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

PROOF OF ONWARD OR RETURN TRAVEL MAY BE REQUIRED AT CHECK-IN.

PASSPORT AND VISA REQUIREMENTS:

PLEASE ENSURE PASSPORT IS VALID FOR 6 MONTHS BEYOND EXPECTED RETURN DATE.

ALL CHILDREN REGARDLESS OF AGE MUST HAVE THEIR OWN PASSPORT

CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THE CONSULATE OR EMBASSY FOR PASSPORT AND VISA REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

CHECK-IN:

\* PLEASE ALLOW 2HRS FOR DOMESTIC (CANADA); TRANSBORDER (USA) CHECK-IN

\* ALLOW 3HRS FOR ALL INTERNATIONAL CHECK-IN

THE AIRLINES RESERVE THE RIGHT TO DENY BOARDING IF MINIMUM CHECK-IN TIMES ARE NOT MET

FLIGHT TIMES ARE SUBJECT TO CHANGE; PLEASE RE-CONFIRM FLIGHT TIMES PRIOR TO DEPARTURE.

IF YOU ARE TRAVELLING TO AN INTERNATIONAL DESTINATION, PLEASE RECONFIRM YOUR RESERVATIONS 72 HOURS PRIOR TO DEPARTURE DIRECTLY WITH THE AIR CARRIER.

FOR FREE BAGGAGE ALLOWANCE AND/OR APPLICABLE FEES FOR CARRY-ON/CHECKED BAGGAGE RELATED TO YOUR FLIGHT - PLEASE VERIFY THE CARRIERS WEBSITE.

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ACCOMMODATIONS:

PLEASE VERIFY THE RATE AT CHECK-IN AS LOCAL MARKET CONDITIONS MAY DICTATE A LOWER RATE.

THE SUPPLIERS PROVIDING SERVICES FOR YOUR RESERVATION MAY HAVE IMPOSED RESTRICTIONS CONCERNING THE ABILITY TO CHANGE OR MODIFY YOUR RESERVATION. THE DETAILS OF THESE RESTRICTIONS WERE PROVIDED EITHER TO YOU OR TO THE PERSON MAKING THE RESERVATION ON YOUR BEHALF. DURING THE ONLINE RESERVATION PROCESS THESE RESTRICTIONS WERE ACCEPTED PRIOR TO SUBMITTING YOUR RESERVATION FOR PURCHASE. SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT AN HRG NORTH AMERICA TRAVEL COUNSELLOR.

NO-SHOWS:

NO-SHOWS ARE NOT PERMITTED AND RESULT IN THE FORFEIT OF THE FULL AMOUNT OF THE FARE AT DEPARTURE TIME; PLEASE NOTE THAT NO-SHOWS AT ORIGINAL POINT OF DEPARTURE WILL ALSO RESULT IN CANCELLATION OF THE REMAINDER OF THE FLIGHTS.

CHANGES OR CANCELLATIONS MUST BE MADE PRIOR TO SCHEDULED TRAVEL DATE AND; FLIGHT TIME TO PREVENT NO SHOWS AND AVOID FORFEIT OF VALUE OF TICKET.

PLEASE NOTE THAT FARES MAY BE SUBJECT TO CHANGE AND ARE GUARANTEED ONLY ONCE TICKETED.

Travel Industry regulations require the travel agency to advise the customer about the availability of optional trip cancellation insurance and optional out of province health insurance. Individuals may contact the travel insurance provider of their choice to obtain a personal quote. TICO NO. 1355825

HRG North America, 370 King St. W., Suite 700, Toronto ON M5V 1J9, 1-866-857-3578